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20 MAR 2000

MARINE CORPS ORDER P1080.33E

From: Commandant of the Marine Corps
To: Distribution List

Subj: Manpower Information Systems Support Office Procedures Manual (Short Title: MISSO MANUAL)

Encl: (1) LOCATOR SHEET

1. Purpose. To establish procedures and instructions concerning the functions and operations of Manpower Information Systems Support Offices (MISSO).

2. Cancellation. MCO P1080.33D.

3. Summary of Revision. This Manual has been reformatted, contains a substantial number of changes, and must be completely reviewed.

4. Recommendations. Recommendations for changes to this Manual are invited and should be submitted to the Commandant of the Marine Corps (MI) via the appropriate chain of command.

5. Certification. Reviewed and approved this date.

D. S. HOWELL
By direction

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ENCLOSURE

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RECORD OF CHANGES

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INTRODUCTION

0001. PURPOSE. The Manpower Information Systems Support Office Manual (Short Title: MISSO MANUAL) promulgates policies, procedures, and technical instructions applicable to the operation of the MISSO in each MCTFS personnel reporting jurisdiction.

0002. RESPONSIBILITIES. The currency, accuracy, modifications, and distribution of this Manual are the responsibilities of the Commandant of the Marine Corps (MI). Commanders are responsible for the physical maintenance and timely entry of changes in their copies of this Manual.

0003. CHANGES

1. Changes to this Manual will be made as page replacements. Changes will be numbered consecutively and entered on the Record of Changes page provided for that purpose.

2. Recommended changes will be submitted to the CMC (MI).

0004. ALLOWANCES. Requests for changes in the authorized allowances of this Manual will be submitted via the Joint Computer Aided Logistics Support System (JCALS) or Marine Corps Publications Distribution System (MCPDS). Distribution is limited to commands that are defined as a jurisdictional command or commands responsible for the operation of a remote job entry site.

0005. ORGANIZATION

1. This Manual is organized in chapters which are numbered sequentially and listed on the contents page.

2. Pages are numbered in sequence by chapter with the chapter number preceding each page number; e.g., the fourth page of chapter 3 is 3-4. Paragraph numbering is based on a four- or five-digit system. The first (or first two if 5 digits) digit identifies the chapter. The next three digits identify the major
paragraphs of that chapter. The remaining digits are used to identify a particular part of a major paragraph and should be

placed after the decimal point when used as a reference. For example, 3101.2b would identify subparagraph 2b of major paragraph 101, chapter 3.

CHAPTER 1

ROLE OF THE MANPOWER INFORMATION SYSTEMS SUPPORT OFFICE

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CHAPTER 1

ROLE OF THE MANPOWER INFORMATION SYSTEMS SUPPORT OFFICE

1001. MANPOWER INFORMATION SYSTEMS SUPPORT OFFICE

1. The MISSO is an extension of the CMC (MI) and serves as the jurisdictional pool of experts to assist reporting units in their efforts to accurately report and retrieve personnel and pay information using various automated manpower information systems. The MISSO operates across traditional command lines but under the cognizance of CMC (MI) and a designated jurisdiction commander.

2. The MISSO is the key link between the Reporting Unit (RU) and the Marine Corps Total Force System database. The MISSO coordinates with higher headquarters and/or finance/disbursing personnel to resolve unit diary input problems, identify measures for data correction and monitor potential system deficiencies. The MISSO does not, however, provide determinations for pay entitlement reporting. Requests for pay entitlement determinations should be submitted from the RU to the Director DFAS-KC via Marine Corps Administrative Analysis Teams (MCAAT), local Administrative Assistance Unit (AAU), or the supporting Finance Officer/Disbursing Officer (FO/DO).

3. The MISSO is the intermediate level of a coordinated, Marine Corps-wide quality control effort for all data fields entered via UD. The first level is the RU itself. The highest level is the CMC (MI).

4. The MISSO provides instructions and onsite assistance to RUs, Manpower/G-1 sections, and command administrative assistance teams upon request or as the requirement is perceived by the MISSO. The MISSO keeps all jurisdictional users advised of current reporting/processing problems, system modifications, software releases, and procedural changes.

5. The MISSO assists RUs deploying in or out of their reporting jurisdiction. Additional information concerning deployment support is located in Chapter 7 of this manual.

1002. MISSO ORGANIZATION AND CONTROL

1. Organization. The MISSO is a component of the jurisdictional commander's Table of Organization as indicated below. Each jurisdictional commander maintains administrative and operational control over the MISSO resources.

2. Reporting Jurisdictions. The current personnel reporting jurisdictions and jurisdiction commanders are listed below:

a. JURIS 02 (MCC 1M2) JURIS CMDR: CG, MCB, Camp Lejeune, NC

b. JURIS 03 (MCC 1M3) JURIS CMDR: CG, MCB, Camp Pendleton, CA

c. JURIS 06 (MCC 1M6) JURIS CMDR: CG, MCB, Kaneohe Bay, HI

d. JURIS 09 (MCC 1M9) JURIS CMDR: CMC (MI), Headquarters Marine Corps, Quantico, VA

e. JURIS 16 (MCC LA9) JURIS CMDR: CO, Marine Corps Support Activity, Kansas City, MO

f. JURIS 17 (MCC LA9) JURIS CMDR: CO, Marine Corps Support Activity, Kansas City, MO

g. JURIS 27 (MCC 1M7) JURIS CMDR: CG, MCB Camp Butler, Okinawa, JA

3. Staffing. With the increasing complexity of system support, the staffing of the MISSO has become critical to the operation of our manpower, personnel and pay systems. The following are required to provide for adequate staffing of the jurisdictional MISSOs.

a. Each MISSO has been assigned a unique MCC for personnel assignment purposes. The CMC (MM) will issue orders to inbound replacements based upon the MCC assigned to the jurisdictional MISSO.

b. Jurisdictional commanders shall identify requirements for replacement of MISSO personnel to the CMC (MI) along with any recommendations for replacement. If recommendations for replacements are not received from the jurisdictional commander,

CMC (MI) and CMC (MM) will select a suitable replacement based upon current assignment policies.

c. Requests for organizational structure changes to Tables of Organization which include changes to the jurisdictional MISSO should be forwarded to CG MCCDC (TFS Div) with a copy to CMC (MI) for comment.

4. Jurisdictional Support. The jurisdictional commanders are responsible for the proper organization and management of fiscal matters necessary to support the mission and operation of the MISSO within their jurisdiction.

5. Technical Control. The Director, Manpower Management Information Systems Division, (MI), under the guidance of the Deputy Chief of Staff for Manpower and Reserve Affairs (M&RA), is tasked with providing technical and functional direction as well as staff cognizance over all MISSOs. The technical and functional direction provided by the CMC (MI) is divided into the following sections:

a. The Field Support Branch (MIF) of Manpower Management Information Systems Division (MI), is the functional manager for the Marine Corps Total Force System (MCTFS), UD/MIPS and ARMS/SELMS. Management responsibilities include the accuracy of the database, systems modifications, quality control, tables changes, reaccession of records, and changes to applicable Marine Corps directives. In addition, MIF monitors, coordinates, and controls all personnel administration functions within the Marine Corps, is the administrative occupational field sponsor, and acts as the Functional Manager for the MISSOs.

The Manpower Information Systems Support Activity (MISSA) located in Kansas City, MO resolves current system problems and facilitates system modifications/development in coordination with the Defense Finance and Accounting Service (DFAS), Information Technology Directorate (ITD).

1003. MISSION, OBJECTIVES, FUNCTIONS AND TASKS

1. Mission. To assist reporting unit commanders in the accurate and timely reporting, problem resolution, quality control, and retrieval of MCTFS manpower, personnel, and pay information in garrison or while deployed.

2. Objectives

a. To serve as a regional representative for the CMC (MI) regarding MCTFS reporting, processing, and retrieval.

b. To provide technical assistance for RUs, as required, to resolve pay and personnel reporting problems in their personnel reporting jurisdiction.

c. To provide the jurisdiction with a means of training personnel clerks and supervisory personnel involved in reporting and retrieval of MCTFS data.

d. To monitor the processing and file updates of MCTFS data at the local processing site and data transmission to the central processing site.

e. To develop in conjunction with the jurisdictional commander and major subordinate commands, a deployment plan for contingency operations.

3. Functions

a. To represent the CMC (MI) as a regional source of information, assistance, and training regarding MCTFS reporting and retrieval.

b. To provide for a personnel and pay systems quality control capability for the reporting units within the jurisdiction.

c. To maintain close liaison between local reporting unit commands, finance/disbursing offices, G-6s, information systems offices and command administrative assistance teams, for the purpose of problem identification and resolution.

d. To perform those tasks and procedures specified by the CMC (MI) in support of policy changes and systems modifications.

To identify and resolve MCTFS reporting and processing problems for individuals and RUs within their specific jurisdiction.

f. To provide technical, procedure-oriented instruction to RU personnel.

g. To provide the RU commander with a reliable method of reporting and retrieval while deployed.

h. To provide capability for the central processing of UDs created with the UD/MIPS or other methods which require manual intervention.

i. To establish basic profile configurations for reporting unit personnel to control access to MCTFS manpower databases for RUs within their jurisdiction.

j. To provide RU commanders and higher headquarters with the training and education required for retrieval requirements via UD/MIPS, On-line access, or the Operational Data Store-Enterprise (ODS_E).

4. Tasks

a. To provide feedback to the MISSA concerning MCTFS reporting problems identified within the MISSO jurisdiction.

b. To accomplish intermediate corrective action pending system/procedural changes.

c. To provide a source of information for the jurisdiction concerning the CMC policies, directives and guidance relating to or impacting on MCTFS.

d. To perform population screening by data element or Type Transaction Code (TTC), and to isolate regional reporting and retrieval problems or system difficulties.

e. To provide liaison, as required, between the RU commander and the supporting FO/DO to resolve pay-related system problems.

f. To provide liaison, as required between command administrative assistance teams, the Defense Mega Center (DMC), CMC (MI), MISSA and the RU’s to ensure timely and accurate MCTFS input is achieved.

g. To provide written and verbal information updates to the RUs regarding current systems problems and procedural changes.

h. To assist RUs in correction of erroneously entered information contained in the MCTFS.

i. To respond to an individual or RU having a personnel or pay reporting problem.

j. To research each problem utilizing available research tools and have a thorough knowledge of the automated personnel and pay reporting system.

k. To resolve reporting problems.

l. To recommend procedural and system changes intended to rectify any encountered reporting problems to the CMC (MI).

m. To provide instructions for certifying officers, other supervisory and higher level staff personnel as requested/directed.

n. To assist RUs in the accurate and timely reporting requirements when transitioning from a garrison to deployed status and return.

o. To control input of off-line UDs whether actual UD/MIPS diaries, message diaries, or other formats requiring manual intervention.

p. To provide courtesy visits in the functional area of MCTFS as requested by RU personnel or as deemed necessary by the MISSO.

q. To provide the training and access necessary for RUs to individually request and print required personnel/manpower reports and audit items (e.g. RED, BIR/BTR, ROS), and to distribute any report to RUs not capable of providing this service internally.

r. To maintain close liaison with other MISSOs, MISSA and the CMC (MI).

s. To control access to CMC-sponsored manpower data files.

t. To provide training and education to RU commanders and higher headquarters staffs on retrieval of personnel, manpower and pay data via UD/MIPS, On-line research or the ODS.

CHAPTER 2

ELECTRONIC SIGNATURE SECURITY

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CHAPTER 2

ELECTRONIC SIGNATURE SECURITY

2001. INTRODUCTION

1. On-Line Diary System (OLDS). The Master Electronic Signature (M-ELSIG) is a unique code, which allows access to the unit diary reporting process. The M-ELSIG is created by the MISSO OIC/SNCOIC by entering the unit's RUC and a SEED through the jurisdictional RFAXX account held at each MISSO. The resulting M-ELSIG is used by the unit commander to create the commander's personal ELSIG. The commander's ELSIG can then be used to assign the Electronic Signature Control Officer (ECO) ELSIG or the Preparer, Reviewer and Certifier ELSIGs.

2. Unit Diary/Marine Integrated Personnel System (UD/MIPS). The Master Electronic Signature (M-ELSIG) is generated by the reporting unit's jurisdictional MISSO upon request from the reporting unit. The M-ELSIG is a unique code that allows the unit commander access to the UD/MIPS system for assignment/creation of the commanding officer's ELSIG. Once the commanding officer's ELSIG has been created it can then be used to assign the Electronic Signature Control Officer (ECO) ELSIG, the Certifier, Preparer, Reviewer, Viewer and Super Viewer ELSIGs.

3. The electronic signature used in OLDS and UD/MIPS is a seven-digit alpha/numeric code that is system generated when the user's SSN and a three-digit SEED are entered by the ECO or Commanding Officer. Individual ELSIG and SEEDs are required to prepare, review, and certify unit diaries.

2002. CONTROL OF RFA ASSIGNMENTS

. The OIC of MISSO-09 at CMC (MI) is the ELSIG Control Officer for the Marine Corps. This officer maintains the RFPA account and assigns the MISSO OIC/SNCOIC as Deputy ELSIG Control Officers (ECO) for each jurisdiction by creating the JURIS RFAXX account. Upon relief or transfer of the MISSO OIC/SNCOIC the MISSO will notify CMC (MI) of the requirement to delete the outgoing Deputy as ECO and appoint a new Deputy ECO for that JURIS. The Deputy ECO can assign an Assistant ELSIG Control Officer within their respective JURIS.

2003. RESPONSIBILITIES

1. Upon assuming the position of MISSO OIC contact the ELSIG Control Officer at CMC (MIF). Utilizing the OIC/SNCOIC's SSN and MISSO mailing address, an ELSIG will be generated and forwarded to the new Deputy ECO. This ELSIG will allow the MISSO ECO access to RUC: RFA(XX) which provides the capability to generate M-ELSIGs, for use within the on-line diary system. The ECO of each MISSO is only authorized to create M-ELSIGs for RUCs within their jurisdiction. As such the ECO is responsible for ELSIG security within their jurisdiction. MCO P1080.40 (MCTFSPRIM) provides guidance for the security of the M-ELSIG.

2. M-ELSIGs are created on the following occasions:

a. Upon relief, transfer, or any other change of a reporting unit commander. The request to create a new M-ELSIG must be submitted in writing to the MISSO by official correspondence.

b. Upon activation of a unit that will be reporting diaries. General instructions regarding the activation of units are contained in message traffic released as a Marine Corps Bulletin (MCBul) in the 5400 series.

c. When the M-ELSIG has been compromised or suspected of compromise the commander will immediately notify the MISSO by telephone. A new M-ELSIG will be generated and forwarded to the RU Commanders. A written request will be forwarded to the MISSO for record purposes.

d. As required to support jurisdictional reporting location changes of the reporting unit. RUs on the Unit Deployment Program (UDP) must request a new M-ELSIG from the gaining MISSO prior to the Units arrival in the new JURIS.

Deletions of RU ELSIGS. When OLDS units deactivate or go to zero strength, the MISSO ECO will delete all ELSIGs on file for the deactivated or zero strength RUC.

4. Maintenance of M-ELSIGS

a. For OLDS users, the M-ELSIG issued by the MISSO will be destroyed as soon as the Commanding Officer has established his/her ELSIG. There is no requirement to maintain a copy of the M-ELSIG

for OLDS users as these ELSIGs can be issued in a short period of time.

b. For UD/MIPS users, the unit CO/ECO will maintain the M-ELSIG and M-ELSIG Diskette in a sealed envelope with the CO/ECO signature and date across the seal. Other instructions related to the maintenance of the M-ELSIG are contained in MCO P1080.40.

5. MISSOs that support FMF units may also be required to create M-ELSIGs for use by MISSO personnel to support those units deployed. This is necessary to grant the OIC of the MISSO "by direction" authority to sign diaries transmitted via naval message and to rekey unit diaries in special circumstances. A completed Delegation of Authority Form (NAVMC 11119) must also be on file before diary certification support can be provided by the MISSO.

6. The MISSO's ECO is responsible for ELSIG security within their jurisdiction. This includes obtaining receipts for M-ELSIGs from the commanding officers and monitoring ELSIG security.

2004. ASSIGN M-ELSIG

1. For an On-Line Diary (OLDS) unit, the MISSO will use OLDS Option for ELSIG Control Officer menu, see figure 2-1. The ECO will select Option 10 and enter their RFAXX ELSIG to create a M-ELSIG for a RU, see figure 2-2.

2. To create a M-ELSIG for a UD/MIPS unit, the MISSO will use their Master ELSIG Creator CD to create the M-ELSIG. The resulting M-ELSIG will be saved to a diskette for delivery to the RU.

3. The M-ELSIG module for UD/MIPS and OLDS will create a printed letter containing the M-ELSIG plus an enclosure that must be signed by the RU commander and returned to the MISSO (see figure 2-3). The MISSO must safeguard all M-ELSIGs assigned and account for receipt of the M-ELSIG by each commander.

4. The MISSO will either hand deliver or mail the M-ELSIG diskette and transmittal letters to the RU for creation of the commander's personal ELSIG. M-ELSIG diskettes and transmittal letters should be double sealed in an envelope marked CO's EYES ONLY!

2005. CHANGE OWN ELSIG. MCO P1080.40 (MCTFSPRIM) requires an individual to change their ELSIG every 60 days or whenever the ELSIG is suspected to have been compromised. Individuals may

change their ELSIG through the appropriate (OLDS or UD/MIPS) ELSIG module by entering a new SEED. OLDS users will use OLDS Option for ELSIG Control Officer Menu, OPTION 20 to change their own ELSIG.

2006. ELSIG MANAGEMENT REPORTS

1. The M-ELSIG module within OLDS provides several ELSIG Management Reports. To gain access to these reports, select OLDS Option 30 on the OLDS Option for ELSIG Control Officer Menu. The following reports are available.

a. Option 10 - List ELSIGS by RUC (Active). This report displays all active ELSIG holders in a RUC. This report is commonly used during a site visit to determine if the commanding officer or ECO is deleting ELSIG holders upon reassignment, transfer, or discharge from the unit. It will also display the date that the ELSIG was last changed.

b. Option 20 - List ELSIGS by RUC (Deleted). This report lists all deleted ELSIG holders for the unit.

c. Option 30 - Print All Active ELSIGS. This report prints all active ELSIG holders on the ELSIG file for every RUC and DSSN in the jurisdiction.

d. Option 40 – Print All Active Duty ELSIGS. This report prints all active duty ELSIG holders on the ELSIG file for every RUC and DSSN in the jurisdiction.

e. Option 50 - Print All Reserve ELSIGS. This report is only used by MISSO-17. This report prints all reserve ELSIG holders on the ELSIG file for every RUC and DSSN in the jurisdiction.

f. Option 60 - Print All SSN'S with SEEDS Not Changed in 60 Days. This report identifies those ELSIG holders that are not changing their SEED every 60 days as prescribed in MCO P1080.40 (MCTFSPRIM). This report should be generated monthly. Once you identify users that are not changing their SEED, notify the RU that the delinquent ELSIG holders must change their SEED or have it deleted by the MISSO.

g. Option 70 - Print All ELSIG Violations. This report shows users IDs and User Accounts for which a user has been trying to access the On-Line Diary System with an invalid ELSIG. Monitor

this report for user departments not authorized access to the On-Line Diary System.

h. Option 80 - Print All CO Older than M-ELSIG. This report identifies cases where a new M-ELSIG has been created, however, the old CO may still be recorded in the ELSIG file as M-ELSIG holder. This report should be monitored to ensure that the most current commander is the M-ELSIG holder in the ELSIG file.

i. Option 90 - Print ELSIG'S Not Touched in Over 90 Days. This report identified ELSIG holders that have not used their ELSIG in the past 90 days. ELSIG's that fall into this category should be deleted.

2007. CHANGE ADDRESS/JURIS FOR RUC

1. OLDS Option for ELSIG Control Officer Menu Option 40 allows the MISSO to change the unit address and jurisdiction. A new M-ELSIG can not be created for a RUC in another jurisdiction.

2. This option is generally used to change the unit address and jurisdiction after redesignation of a unit. The ELSIG file is not automatically updated when the TABLES 01 file is updated. Consequently, the OIC of the MISSO must use Option 40 to change the title and address. Failure to do so will result in an incorrect unit address printing on the diary header for OLDS users.

3. Address changes should be accomplished upon receipt of the EVENT unit diary indicating an address change. This change should be validated against a current MCBul in the 5400 series or upon receipt of a change or unit location as a result of a UDP or other deployment.

2008. DELETE ELSIGS FOR RUC

1. Option 50 on the OLDS Option for ELSIG Control Officer Menu provides the capability to delete all ELSIGs in a specified RUC. Use this option with EXTREME CARE as it deletes all ELSIGs in a RUC.

2. This option is generally used to delete all ELSIG's when a RUC is deactivated, converted from an on-line diary user to UD/MIPS user or is reduced to zero strength. It is also used by the MISSO to delete MISSO ELSIG holders for deployed units upon their return (this does not include units on UDP).

2009. LISTING OF ELSIG BY SSN AND RUC

1. Option 60 on the OLDS Option for ELSIG Control Officer Menu provides the capability to list ELSIGs by SSN and RUC.

2. This option is generally used to identify which RUC's a user has been given ELSIG authority.

2010. DELETE ELSIGS BY SSN

1. OLDS Option for ELSIG Control Officer Menu Option 70 provides the capability to delete ELSIG's by SSN.

2. This option is generally used to delete an ELSIG from the file so a new ELSIG will appear on the screen for the user. A common problem occurs when a member is still on the ELSIG file at their former RUC upon the occasion of joining a new RUC. The system will not display an ELSIG on the screen if the member currently has an ELSIG in the system. This option is also used to delete MISSO personnel upon reassignment, transfer or discharge. This option will delete all ELSIGs an individual holds from every RUC authorized. Use EXTREME CARE when using this option.

2011. DISPLAY ELSIG FOR SPECIFIED SSN AND SEED

1. Option 80 on the OLDS Option for ELSIG Control Officer Menu provides the capability to display an ELSIG by entering a SEED and SSN.

2. This option is used to display the ELSIG when a user has forgotten their ELSIG, but can remember their SEED. EXTREME CARE must be exercised when using this option. Disclosure to an unauthorized person results in a compromise of unit diary security.

2012. ASSIGN ELECTRONIC SIGNATURES. OLDS Option for ELSIG Control Officer Menu Option 90 allows the JURIS RFPA account holder to assign personal ELSIGs (Certifier, Reviewer, Prepare or ECO) to any RUC within the JURIS. This option should only be used to add MISSO members to the RUC in order to prepare MISSO diaries for that RUC.

2013. ASSIGN ASSISTANT ELSIG CONTROL OFFICER

1. Option 95 on the OLDS Option for ELSIG Control Officer Menu provides the capability to assign an assistant ELSIG Control Officer for each JURIS.

2. This option is used to assign an assistant to the ELSIG Control Officer.

2014. M-ELSIG QUALITY CONTROL LOG. Each MISSO OIC/SNCOIC will maintain a Quality Control (QC) log of all M-ELSIGs issued for the JURIS. At a minimum the log will include the unit title, RUC, Commanding Officer's name, date issued, date transmitted, and date received by the Commander for each M-ELSIG assigned.

```
TELP1000-01                                          XX/XX/2000
ABCDEF       OLDS OPTIONS FOR ELSIG CONTROL OFFICER  09:17:44

SELECT THE OPTION DESIRED:  10
               ENTER RUC:          (OPTIONS 40, 50, AND 90 ONLY)
                     SSN:          (OPTIONS 60, 70, AND 80 ONLY)
                    SEED:          (OPTION 80 ONLY)
                   JURIS:          (OPTION 40 ONLY)
         10 - ASSIGN MASTER ELECTRONIC SIGNATURE
         20 - CHANGE OWN ELECTRONIC SIGNATURE SEED
         30 - PRODUCE ELECTRONIC SIGNATURE REPORT
         40 - CHANGE ADDRESS/JURIS FOR REPORTING UNIT
         50 - DELETE ALL ELSIGS FOR REPORTING UNIT
         60 - LIST ALL RUCS WHICH A MEMBER MAINTAINS AN ELSIG
         70 - DELETE ALL ELSIGS FOR A SPECIFIC SSN
         80 - DISPLAY ELSIG FOR A SPECIFIC SSN AND SEED
         90 – ASSIGN ELECTRONIC SIGNATURES
         95 – ASSIGN ASST ELSIG CONTROL OFFICER
         99 - TERMINATE ON-LINE SYSTEM
                          PRESS ENTER TO CONTINUE
```

Figure 2-1.—-M-ELSIG Menu

TELPLOAD-01 XX/XX/2000
ABCDEF ON-LINE DIARY ASSIGNMENT OF INITIAL ELSIGS 06:17:58

ENTER VERIFIER SEED: **(ENTER SEED FOR RFAXX RUC)**

ENTER THE NUMBER OF THE REPORTING UNIT THAT YOU WISH TO ASSIGN AN ELSIG TO: 00000 **(ENTER RUC)**

AND THE SEED FOR THAT RUC: XXX **(SELECT ANY 3-BYTE ALPHA/ NUMERIC CODE)**

USE PF3 ENTER KEY TO EXIT THIS PROGRAM

Figure 2-2.—-Assignment of M-ELSIG Screen

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
MANPOWER AND RESERVE AFFAIRS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

From: MCTFS ELSIG Control Officer
To: Commanding Officer RUC 20002

Subj: ASSIGNMENT OF MASTER ELECTRONIC SIGNATURE (ELSIG)

Ref: (a) MCO P1080.35

Encl: (1) Acknowledgment of Receipt of Master ELSIG

1. The following constitutes the EUCE-UD/MIPS Master Electronic Signature for Reporting Unit 20002.

Electronic Signature: YI4UZTI
Electronic Signature Seed: ABC

2. In accordance with the reference, and to maintain the integrity of the ELSIG system, you must ensure:

a. This document is kept in a secure area and sighted on a monthly basis. Should you lose this ELSIG and SEED, or suspect they have been compromised, notify the Officer in Charge of your Manpower Information Systems Support Office (MISSO) immediately.

b. Your relief requests a new Master ELSIG to be issued by the OIC of your MISSO immediately following the change of command.

3. Please acknowledge receipt of this information by signing and returning enclosure (1).

MCTFS ELSIG Control Officer

Figure 2-3.--M-ELSIG Letter

DATE

FROM: COMMANDING OFFICER, UNIT TITLE
TO: MMS ELSIG CONTROL OFFICER, MISSO - XX

SUBJ: ACKNOWLEDGMENT OF RECEIPT OF THE MASTER ELSIG

1. BY THIS LETTER, I ACKNOWLEDGE RECEIPT OF THE MASTER ELSIG FOR REPORTING UNIT 00001. I FURTHER ACKNOWLEDGE THAT USE OF THE PERSONAL ELSIG'S CREATED FROM THIS MASTER ELSIG BY MYSELF, A PREPARER, OR CERTIFYING OFFICER CONSTITUTES THEIR BINDING AND LEGAL SIGNATURE.

2. THE MASTER ELSIG WILL BE MAINTAINED AND USED ONLY BY MYSELF TO GENERATE THE COMMANDING OFFICERS ELSIG. UPON RECEIPT, THE MASTER ELSIG WILL BE PLACED IN A SEALED ENVELOPE, THE ENVELOPE SIGNED OVER THE FLAP AND SECURED IN A SAFE WITH LIMITED ACCESS. THE ENVELOPE WILL BE CHECKED ON A QUARTERLY BASIS TO MAKE SURE IT HAS NOT BEEN COMPROMISED. IF I LOSE THIS MASTER ELSIG OR SUSPECT IT HAS BEEN COMPROMISED, I WILL NOTIFY THE OIC OF MY MANPOWER INFORMATION SYSTEMS SUPPORT OFFICE (MISSO) IMMEDIATELY.

3. I WILL INSTRUCT MY RELIEF THAT A NEW MASTER ELSIG MUST BE REQUESTED FROM THE OIC OF THE MISSO IMMEDIATELY FOLLOWING THE CHANGE OF COMMAND.

SIGNATURE :_____

PRINTED NAME :_____
SSN :_____
DATE :_____

Figure 2-3.--Acknowledgment of Receipt of M-ELSIG

CHAPTER 3

ON-LINE APPLICATIONS

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CHAPTER 3

ON-LINE APPLICATIONS

SECTION 1: ON-LINE DIARY SYSTEM

3101. INTRODUCTION.

1. The On-Line Diary System provides a means to prepare UDs using computers connected to 3270 at select RUs and within the MISSO. The OLDS is a menu driven system whereby the user specifies the functions to be performed via a series of interactive menu screen prompts and user responses.

2. Once the user successfully logs on to the system, the system will display a master screen containing a list of available functions. Initial prompting screens are provided to support the log on function and the entry of ELSIG data. After the user has entered the ELSIG, they can create, review, certify or decertify a unit diary depending upon the type of ELSIG authorized.

3. Completed UDs which are certified prior to the execution of the collection process, will be processed at central with the next scheduled cycle.

4. After the UD has completed processing the unit or MISSO may retrieve on-line feedback reports via the MCTFS to verify posted and rejected transactions submitted on the UD.

3102. MCTFS REPORTS/FILES. The following on-line reports are features of the MCTFS OLDS. MCO P1080.40 provides requirements and procedures for auditing unit diary feedback reports.

1. Diary Statistics Report (DSR). This report is generated from the Diary Statistics File (DSF). UD statistics will remain on the RU's statistics file for 30 days after the cycle completion date. The DSR serves the following purposes:

    a. Provides a current status of all UDs.

    b. Provides a means of tracking processed UDs.

c. Provides a means of monitoring accepted and rejected transactions for each UD.

2. Diary Feedback Report (DFR). Advisory messages remain on the Advisory File (ADF) for approximately 30 days after the action date. The DFR is extracted by the RU for each MCTFS cycle and contains the following information:

a. All successfully posted transactions reported by HQMC where the central master file logic sends an advisory message to the RU.

b. All COM-generated messages resulting from central processing at DMC St. Louis. These transactions appear on the Advisory Report with a UD number of 88888 and the date

c. All PUREX messages generated at central.

d. All HQMC history "flow through" transactions to field RUs.

e. Routine advisory messages.

f. Automated composite score information and select grade information.

g. Transactions reported by the former RU which may require the gaining RU to take corrective action.

h. All successfully posted transactions reported by RUs where the central master file logic sends an advisory message to HQMC.

3. Completion, Correction and Error Codes. The completion code, correction code and error code annotated on the ADF are defined below.

a. Completion Code. The completion code identifies the status of a transaction after processing has completed.

(1) "Space/Blank" - The transaction did not successfully complete processing (i.e., 'SNAPS'). This is caused by intercepted program interrupts. The Error Code for a SNAP will be identified with a '%'.

(2) "1" - The transaction processed completely.

(3) "3" - Transaction entered by another command, computer generated transactions/advisories/etc.

(4) "7" - A Format & Edit (F&E), error occurred.

b. Correction Code. The correction code identifies the type of transaction processed.

(1) "Blank" - Normal transaction.

(2) "1" - Delete/Add transaction.

(3) "2" - Delete as Erroneous transaction.

c. Error Codes. Error codes are assigned to the various Type Transaction Code used by MCTFS (Refer to the current version of the Error Code Table for complete descriptions of TTC errors). The following error types are used in MCTFS.

(1) Format and Edit - Transaction failed in format and edit.

(2) Transaction Error - Transaction failed in Poster.

CHAPTER 3

ON-LINE APPLICATIONS

SECTION 2: USE OF HQMC RUC BY MISSO

3201. INTRODUCTION. Input for the HQMC, RUC 548XX, will be completed in the UD format. Preparation, distribution, and retention of the UD, and audit and retention of feedback reports from the MCTFS will be completed per MCO P1080.40.

3202. REPORTABLE TRANSACTIONS

1. The MISSO may report the following transactions on the HQMC RUC:

a. Transactions, which were reported by the CO of the PRUC, TADRUC, ADDLTEMPRUC, FAPRUC, which failed to post to the member's record within the originating RUC, was reported in the MISSO jurisdiction.

b. Any transaction which is reportable by a RU, is not restricted by this Manual, and is properly authorized in writing by the CO of the member's PRUC, TADRUC, or FAPRUC. It should be emphasized that the HQMC RUC is not intended to be used as a replacement for good UD reporting by the RU.

2. The MISSO will not report any of the following transactions on the HQMC RUC:

a. Transactions contained in MCO P1080.40 which are identified as HQMC input only.

b. Joins and attachments.

c. Transfers and attachment terminations.

d. Transactions which have not been authorized in writing by the CO of the individual's PRUC, TADRUC, or FAPRUC.

e. Event entries.

f. AOWP information.

3203. DOCUMENTATION

1. When reporting transactions authorized in writing by the CO, cite the letter, naval message, etc., as the authority in a HISTORY Statement. The following examples are provided:

HIST:RUC 03003 UD 120-1999

HIST:CO H&SBN Memo 1080 1/EMP:rdt of YYYYMMDD

2. The MISSO will retain source documentation for 2 YEARS for all transactions which were not originally reported on the UD by the CO.

CHAPTER 3

ON-LINE APPLICATIONS

SECTION 3: MISSO USE OF RUC MISXX

3301. INTRODUCTION. MISXX provides MISSO personnel unique functions within OLDS. MISXX RUC is similar to OLDS in that it is menu driven with functions specified by the user through interactive screen prompts and user responses. Access to MISXX and performance of certain functions within MISXX is controlled by ELSIG. The user gains access by signing-on to OLDS, entering ELSIG/SEED and in place of a RUC, the user will enter MIS followed by the appropriate JURIS code (e.g., MIS09). Once the user successfully logs on, the system displays the On-Line Active Duty MISXX Menu as shown in figure 3-1. MISXX is not a separate system but a module containing functions/utilities which fall under the responsibility of the MISSO. These options give the MISSO control over simple procedures pertaining to OLDS, help to maintain flexibility and curtail the need for intervention by Mainframe Support personnel in daily operations.

3302. MISSO STATISTICS REPORT. Prior to using Options 1 through 5 of the MISXX Menu, the analyst prints the MISSO Statistics Report. The MISSO Statistics Report is displayed by selecting option B (DIARY STATISTICS REPORT) in the Online Diary Master Menu Old-FMF Version. The MISSO Statistics Report lists all Event diaries available for review and/or certification by the MISSO as shown in Figure 3-2. The MISSO Certifier's SSN is displayed next to the processed diaries which continue to appear on the report until processed for approximately 2 to 3 weeks. If a daily record is to be retained, the screen containing MISSO Statistics Report should be printed prior to taking action on diaries listed. Once the MISSO Certifier's ELSIG is entered, Event diaries appear as certified diaries until the next cycle processes, then the Event diaries appear as processed diaries.

3303. EVENT DIARY PROCESSING. Event diaries cannot be batched by breakout process for transmission to central until they are recertified by the MISSO. The diary status field of the Diary Statistics File controls this process in the same manner as normal

diaries. Event diaries are available for review by the MISSO when they appear on the Diary Statistics File as available for action. Diaries input by a RU via an on line terminal will be available when the RU certifier enters the Certifier's ELSIG. Diaries input via UD/MIPS whether by RJE transmission or delivery to the MISSO will be available when the Diary Statistics File is updated by the Cyclic Update Process. Event diaries will remain in a hold status until certified by the MISSO, at which time they will be batched like normal diaries for transmission MCDN to central during the next collection process.

3304. EVENT DIARY CERTIFICATION. Utilizing the MISSO Statistics Report, each Event diary must be reviewed by selecting Option 2 (Review and Certify a Diary) on the MIS(XX) Menu.

1. Diaries Without Errors. Event diaries without format errors should be printed (if applicable) to facilitate preparation of the tables update message, UDP information message, local Event diary checklist, and then certified using Option 2.

2. Diaries With Incorrect Data. Diaries containing errors that were input by the RU must be considered individually. The MISSO deletes an incorrect entry by selecting to edit the unit diary while reviewing. Because the RU would have no way to recreate a hard copy of the diary as it actually processed, the MISSO prints the diary after processing and mails it to the RU. The MISSO deletes all transactions from incorrect diaries, and advises the RU to correct the information via an event entry on a subsequent unit diary.

3. Decertification of Event Diaries. When a determination is made that a certified Event diary contains an error, the diary may be decertified by using Option 3 (Decertify a Diary). The Event diary cannot be decertified after the daily collection process has been completed.

3305. DELETING DIARIES FROM THE DSF. If an RU finished the previous year with low UD numbers, it is possible that the unit will produce diaries with the same diary numbers in the new year before the previous year numbers fall off of the DSF. Option 4 will allow you to delete processed diaries from the DSF using MIS(XX). This function requires a MISSO Certifier's ELSIG. (Note: This option will only delete diaries listed on the statistics file. All

reported and processed transactions will remain on file. Contact the MISSA directly when individual transactions are required to be deleted.)

3306. PRINT A DIARY. Utilizing Option 5 on the MIS(XX) Menu (Print a Diary), the MISSO can print any diary which is still on the DSF regardless of the means used to input the diary.

3307. DETECTING MISSING DIARIES. Because RUs submit diaries through various modes of input and preprocessing verification by the MISSO is limited, a means of detecting missing diaries, regardless of how submitted, is necessary. The Missing Diary Report (Option 9 on the MIS XX menu) provides a listing of possible missing diaries that must be researched by the MISSO. The DSF is organized as a list of diaries, processed during the previous 30 days for each RUC, sorted sequentially by UD number. When the Missing Diary Report is requested, the system conducts a search for each RUC on the local DSF and identifies any gaps between the lowest and highest UD number still on the DSF. Since diaries fall off the DSF by cycle finish date vice diary number, a gap between diary numbers does not mean the diary identified is actually missing. The MISSO can check the Diary Audit Trail Report (Option J on the OLDS Master Menu) to determine if the diary is actually missing. If the audit trail indicates the diary was transmitted over 30 day's prior, no further action is necessary. However, if the audit trail indicates the diary was transmitted less than 30 days prior, the DRS at central should be used to verify that the diary has processed.

3308. DIARIES FAILING AT CENTRAL. In order to ensure that failed diaries at central are identified, safeguards exist which eliminate the necessity to track individual diaries as they go through the central cycle process. Diaries that fail at central can be classified into the following categories:

Entire Diary Rejected With an Error. These are diaries which start but do not complete the central process and will normally be identified to MISSA. Usually they will contain errors the system is not designed to respond to.

2. Diary Does Not Process. These are diaries, which do not process at central but do not fail with errors. These diaries are identified at the MISSO by monitoring the Diaries with No Statistics report (Option 8 on the MISXX menu). When a diary successfully completes the central process, the cycle number, cycle

finish date and transaction totals are updated to the DSF. If a diary does not process, these fields will not contain any data and are listed on the Diary with No Statistics report when requested. Option 8 should be requested when the DSF is updated after completion of each cycle. The following steps are required if diaries are identified on the Diary with No Statistics report:

a. Check the DSF. If the diary had appeared on the DSF, the DRS will have to be checked to determine if the diary processed and the MISSA would have to be contacted.

b. Reset the Diary(ies). In order for the diary to process, it must be reset to a certified status on the DSF, which causes the diary to be retransmitted to central in the next collection process. Reset the diary(ies) by selecting Option A, B, or C (as appropriate) on the MISXX Menu.

c. Monitor the Diary(ies). Check the DSF when the next cycle is complete to verify the diary(ies) did actually process on the second attempt. If the problem continues, contact MISSA for assistance.

3309. VEF 80 UPDATE. The VEF 80 is used by the system to perform name, SSN, initials and RUC edits during the On-line diary input process. If an out-of-sync condition occurs, where the VEF 80 does not match what is in the central record of an individual Marine, the condition can be corrected by the MISSO. Caution must be used when exercising this option to ensure that the VEF 80 is updated to reflect what is in the central record. The MISSO can update any of twelve fields for an SSN by selecting Option 6 on the MIS(XX) Menu. The system will display what is currently on file in the VEF 80 and allow updates to be made. This function is executed as a batch process and the updated record will be available the next day.

```
TOLPA000-00   ON-LINE  ACTIVE DUTY  MISXX  MENU         XX/XX/20000
--------+-----------------------------------------------------------
        1 . . . . CONTINUE A  DIARY
        2 . . . . REVIEW AND CERTIFY A DIARY
        3 . . . . DECERTIFY A DIARY
        4 . . . . DELETE A PROCESSED DIARY FROM DSF
        5 . . . . PRINT A DIARY
        6 . . . . VEF80 UPDATE
        7 . . . . NAVAL MSG GENERATOR
        8 . . . . DIARIES WITH NO STATS
        9 . . . . MISSING DIARIES
        A . . . . RESET DIARIES FOR CYCLE-START-DATE
        B . . . . RESET DIARIES WITH NO STATS
        C . . . . RESET ONE RUC DIARY
-----------------------------------------------------------------
SELECT DESIRED OPTION = = => 1
           INPUT RUC  = = =>
   INPUT DIARY NUMBER = = =>
   CYCLE-START-DATE   = = =>       (USED FOR OPTION A)
              PRINTER = = => 2161  (ENTER TID TO ALTER PRINT DEST)
                ----- PF3 = MASTER FUNCTION MENU -----------
                ----- PF2 = DIARIES AVAILABLE FOR ACTION --
ENTER THE APPROPRIATE DATA ABOVE FOR THE OPTION DESIRED.
ONCE DATA IS ENTERED.  PRESS ENTER KEY TO CONTINUE.
```

Figure 3-1.--On-Line Active Duty MISXX Menu

```
TOLPASFX  ON-LINE DIARY-SYSTEM-DIARY STATISTICS FILE      XX/XX/00
UNIT:  MISXX          MISSO STATISTICS REPORT               PAGE: 01
 EVENT        MISSO       EVENT       MISSO     EVENT       MISSO
RUC DIARY    CERTIFIER  RUC  DIARY  CERTIFIER  RUC  DIARY CERTIFIER
   NORMAL EVENTS
 00031  00003
 01068  00187
  CERTIFIED DIARIES
 13221 00295 0123456789
  PROCESS DIARIES
 13220 00310 0123456789
 13320 00101 0123456789
   LISTING COMPLETE
```

Figure 3-2 MISSO Diary Status Report

CHAPTER 4

UNIT DIARY/MARINE INTEGRATED PERSONNEL SYSTEM

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CHAPTER 4

UNIT DIARY/MARINE INTEGRATED PERSONNEL SYSTEM

SECTION 1: DESCRIPTION OF UD/MIPS

4101. INTRODUCTION. The UD/MIPS provides a means to prepare UDs using computers that do not require consistent on-line communications with the 3270 Mainframe applications. The UD/MIPS is the primary diary input application used by the Marine Corps.

4102. COMPONENTS OF UD/MIPS. UD/MIPS is comprised of two complementary components, the Unit Diary reporting module and the Marine Integrated Personnel System Module.

1. The Unit Diary portion of UD/MIPS operates under the same premise as the OLDS. The user can create, review or certify unit diaries in the UD/MIPS by entering the appropriate type of ELSIG authorized for each function.

2. The Marine Integrated Personnel System portion of UD/MIPS provides the RU with a data source for diary preparation, data review, and reports creation. The data used by the MIPS is extracted from the MCTFS in a transaction reconciliation file (TRECON) which is in turn reconciled with the current Commanders Unit Diary Data Base (CUDDB) in the UD/MIPS system.

4103. BENEFITS OF UD/MIPS

1. The UD/MIPS system can be operated on a stand alone Personal Computer or as part of a network of computers with a local server. UD/MIPS provides the RU with the following additional benefits.

a. Accurate and timely personnel accounting through a unit diary reporting capability which can operate in any environment (e.g., garrison or deployed).

b. An immediate information source for unit level personnel matters that utilizes personnel and pay information contained in MCTFS as the data source.

c. A retrieval system that produces routine reports, ad hoc reports and specific documents that assist in managing administrative requirements.

UNIT DIARY/MARINE INTEGRATED PERSONNEL SYSTEM

SECTION 2: UNIT DIARY PREPARATION

4201. HARDWARE REQUIREMENTS FOR UD/MIPS. The hardware requirements necessary to operate the UD/MIPS system are established by the DFAS-KC (ITD) as enhancements to the software issued in a Software Release. Advance notification of changes to existing requirements are generally published by CMC (MI) far enough in advance to allow the RUs to acquire the necessary hardware. MISSO personnel should ensure that their RUs are aware of changes to hardware requirements for both the standalone and server based configurations as they occur. The current hardware requirements are contained in the UD/MIPS User's Manual.

4202. VERSION CONTROL. The UD/MIPS includes a Version Control Number which is read by the mainframe to detect when the UD/MIPS software is not synchronized with the most recent version on the mainframe. UD/MIPS users must upgrade their software with the latest version of the Central File Maintenance (CFM) Tables and TTC Table by downloading the data sets from the mainframe then reconciling the file in UD/MIPS.

4203. UNIT DIARY PREPARATION.

1. After the user successfully enters the system, the system will display a master screen containing a list of available functions. Initial prompting screens are provided to support the log on function and the entry of ELSIG data. After the user has entered the ELSIG, they can create, review, certify or decertify a unit diary depending upon the type of ELSIG authorized.

2. Certified UDs must be transmitted from the PC or server to the mainframe for processing. Diaries which have been transmitted and received prior to the collection process being executed, will be processed at central with the next scheduled cycle.

3. After the UD has completed processing (generally within 24 to 48 hours from the date of certification) the unit or MISSO

may retrieve feedback reports to verify posted and rejected transactions submitted on the UD.

4204. COURIER EXPORT. The UD/MIPS software creates a backup copy of the courier file of certified unit diaries and stores them in the server or PC "Courier" directory on the hard drive. MISSO personnel should advise the reporting unit to check the "Courier" file in those cases where the certified diary did not successfully process at central and the original transmitted copy has been destroyed.

4205. UNIT DIARY TRANMSISSION. Due to variations in Emulation File Transfer (3270) software, each MISSO must establish file transfer processes and procedures to support the RUs in their JURIS.

4206. RECEIPT AND ACCOUNTABILITY OF UD/MIPS DIARIES. Each MISSO analyst will account for, and track missing UDs of RU's for which they are responsible.

1. The MISSO will ensure that all UDs received from units that are experiencing connectivity problems are collected and uploaded in a timely manner. Additionally, the MISSOs should utilize a QC check via ROSCOE or INFOPAC such as the T704703U to verify receipt and processing of UDs.

2. The MISSO is not responsible for Unit Diaries that are electronically transmitted to central for processing by the RU. However, the MISSO is charged with ensuring commands are familiar with the local transmission process and with monitoring the flow of this data to the mainframe.

4207. RECORD OF EVENT ENTRIES. Record of Event entries will not process directly from UD input. UD/MIPS Event entries will be uploaded and processed in the MCTFS cycle. After successful processing, the Event unit diary will require the MISSO to certify the unit diary. The following actions are required.

UD/MIPS Event diaries are processed in two cycles. The first collection process takes the certified Event diary and moves it to the MISXX available for action cue.

2. The MISSO will review the Event entry, by using the MISXX RUC, and take appropriate action subsequent to certification (e.g. Unit Address Change).

OUTPUT PROCEDURES

SECTION 3: UNIT DIARY/MARINE INTERGRATED PERSONNEL SYSTEM

UNIT DIARY/MARINE INTEGRATED PERSONNEL SYSTEM

4301. OUTPUT PROCEDURES. The MISSOs will ensure units have been trained and educated on the procedures for obtaining all required output via electronic methods. Units not capable of providing self support will be supported by the local MISSO. Output received from the MCTFS cycle or local reports produced for RUs provide no benefit unless they get to the unit as fast as possible. MISSOs will establish local procedures for the support of their units in the distribution of output.

4302. TRANSACTION RECONCILIATION FILE. Many unit diary transactions automatically update the CUDDB upon certification of the diary, but there are some data elements which are not updated due to the complex editing and processing logic associated with the transactions. Even though the unit may have a current database, it may not be completely accurate in relation to the data resident on the mainframe.

1. Effective with SR 1-00, TRECON PROC maintenance will be automatically performed on the mainframe. The revised TRECON procedures will create a single method for extracting Active and Reserve TRECONs. Both the RED TRECON and the CUDDB TRECON will be zipped together into a single dataset for download removing the requirement to extract two separate TRECONS. UD/MIPS users will have the option to reconcile both the CUDDB and RED files, or select either the CUDDB TRECON or the RED TRECON for reconciliation.

2. RUs should use the touched record update process to refresh their TRECON between the weekly TRECON jobs.

4303. TIMELINESS STANDARDS. All output received by the MISSO will be processed for distribution by the close of business on the day of receipt. The only exception is the distribution of output by MISSO-16/17, which must be completed within 48 hours from receipt.

4304. U.S. MAIL. All output received for RU's that requires the use of the U.S. Postal Service will be prepared for mailout by the close of business on the day of receipt. Output will be mailed out the same day and not held over to the next day in anticipation of a larger amount. The only exception to this rule is deployed RU's. Mailing agreements will be made between the MISSO and deploying RU's which best serve the needs of the RU. For example, the MISSO may hold output until the deployed RU returns when it is known that mail will not be received before the RU returns.

4305. PICKUP OF OUTPUT. In the event a RU located in the general area of the MISSO is not capable of providing output support via electronic methods, the RU will establish and coordinate with the MISSO for output support. It is the responsibility of the RU to ensure pickup of any output is accomplished in a timely fashion.

CHAPTER 5

TABLES MAINTENANCE AND SOFTWARE UPDATES

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CHAPTER 5

TABLES MAINTENANCE AND SOFTWARE UPDATES

SECTION 1: COMPUTER TABLES MAINTENANCE

5101. COMPUTER TABLES MAINTENANCE

1. This Chapter provides instructions and procedures to be followed for maintenance of computer tables utilized in MCTFS. The tables maintenance system is a computer process which automatically updates and maintains the MCTFS table file. Those pay and personnel systems which are managed and updated by the DFAS-KC (ITD) will be adjusted to reflect changes in MCTFS Table data and file structure as they occur. Locally designed and managed systems that use the MCTFS Table data and file structure must be updated by the sponsor of those systems.

2. MCTFS Tables are used in the editing process during each MCTFS cycle. Unit Diary transactions are validated against the Tables for items such as: RUC and Jurisdiction code, RUC and MCC combinations on join entries, valid SSCs, DSSNs, etc. The Tables are also used to validate the currency of UD/MIPS software. Unit Diaries submitted with an earlier version of the software may cause the transactions to fail due to tables edits.

3. The MISSOs and RUs may view the contents of the current MCTFS Tables through INFOPAC. Figure 5-1 provides a listing of the MCTFS Tables on file as of Software Release 1-00.

4. The names, codes, descriptions, titles, etc., contained on the Tables are controlled by the CMC (MI), MISSA and DFAS-KC. Requests for recommended changes to the names, codes, descriptions, titles, etc., should be submitted to the CMC (MI) for consideration.

5102. RESPONSIBILITY FOR COMPUTER TABLES MAINTENANCE. Program origination and responsibility for the computer tables maintenance are assigned as follows:

1. The CMC (MIF) provides information to establish data on the

Tables to support the operational and mission requirements of the Marine Corps. The MISSOs support the CMC (MI) by providing information required to update the Tables based upon Event UD submission from RUs and the MISSOs Table maintenance procedures. In addition, the CMC (MIF) is the functional manager for the following Tables:

a. Table 01: RUC - RUC/MCC Table
b. Table 02: Service School Table
c. Table 03: Foreign Language Table
d. Table 04: MOS Table
e. Table 05: Separation Designator Table
f. Table 06: Program Enlisted For Table
g. Table 07: Civilian Education Table
h. Table 08: Location Code Table
i. Table 10: MCC - MCC/RUC Table
j. Table 13: Disbursing Symbol Table (at direction of DO)
k. Table 22: MCC and English Title Table
l. Table 40: SRB/OQR Administrative Remarks Table
m. Table 43: Crisis Code Table
n. Table 52: Assigned RUC Table
o. Table 53: Admin RUC Table
p. Table 70: Personal Service Awards Table
q. Table 71: BIR/BTR Table

2. The DFAS-KC (ITD) is responsible for the design, programming, update and maintenance of all Tables. In addition, the DFAS-KC is the functional manager for all of the pay related Tables used by DFAS. The DFAS-KC (ITD) will complete the following:

a. Update all CFM Tables weekly as required. The CFM Tables update process generally coincides with cyclic processing on Thursday of each week.

b. Maintain the MCTFS Computer Tables as a class 1 (Table Maintenance) procedure based on information provided by the CMC.

3. The MISSA is the functional manager for the update and maintenance for the remaining Tables which do not fall under the functional management of the CMC (MI) or DFAS-KC (FSJ).

4. The MISSO will conduct an audit of all changes submitted by the MISSO since the last table update. If the contents of the

Tables appear inaccurate or incomplete, notify the MISSA by e-mail message, with an information copy to the CMC (MI).

5103. COMPUTER TABLES MAINTENANCE AND THE EVENT ENTRY PROCESS

1. Types of Record of Event Entries. There are (2) types of event entries; those which require CMC authority, and those which may be reported without CMC authority.

a. CMC Authority Required. When Tables update require CMC authority, CMC (MI) or the CG MCCDC (TFS) will transmit the action authorization message to the unit and DFAS-KC (ITD). Some of the more frequent Tables updates which require CMC authority include: Activations, Deactivations, and Redesignations of RUCs; Relocations, Title Changes, Transfer of Reporting Jurisdiction, Assignment and Deletions of MCCs, and Assumption of Personnel Reporting.

b. CMC Authority Not Required. When CMC authority is not required, the unit will initiate an Event Unit Diary and the MISSO will certify the unit diary and provide an update directly to DFAS-KC (ITD) with a copy to CMC (MI). Entries which do not require CMC authority for reporting include: Changing the strength of a RUC (To zero strength/From zero strength), unit address changes, or changes to ADCON/OPCON.

2. Management of Record of Event Entries

a. The MISSO is responsible for the accuracy of certified Event UD statements which impact the Tables management process. The MISSO will ensure that the Record of Event entry is correctly reported and contains all information directed by the MCBul 5400 or CMC (MI) message traffic.

b. Information copies of serialized naval messages and MCBul 5400 authorizing or directing Record of Event entry action are sent to all MISSOs. A file will be maintained and monitored for CMC and CG, MCCDC correspondence directing Record of Event entry submission. Coordination and assistance will be provided to the RU required to submit the Record of Event entry.

c. Record of Event entries that affect Table 01 require an additional tables update notification to DFAS-KC (ITD) via E-mail. The following guidance applies to the content of the E-mail indicating Tables changes.

(1) Always include the RUC and MCC of unit. Update of a record on tables 01 is accomplished by using RUC/MCC combination.

(2) Always include the MCC status (primary or additional). The primary MCC identifies the unit while additional MCCs are assigned to the unit for ADCON purposes. The primary MCC will be indicated with a flag of A on tables 01, and the additional MCC will be indicated with a flag of 0.

(3) When providing address change update, omit the unit title of the unit. Only the RUC, MCC and unit address should be provided in the correspondence.

3. Unit Descriptive Data and the Record of Event UD. Changes to MCTFS Tables are generally submitted to support changes in administrative reporting and control. The following paragraphs provide an overview of the key elements changed and the source of the approval for changes.

a. Monitored Command Codes (MCC). MCCs are assigned by CMC (MI) at the direction of the functional manager, CG MCCDC (TFS). Upon assignment of an MCC, CMC (MI) will release a naval message directing the unit to report the Event UD adding the MCC per MCO P1080.40, and directing DFAS-KC (ITD) to update Tables 01. The MISSO shall take steps to ensure the Tables update has been completed by DFAS-KC (ITD) prior to certifying the unit's Event UD reflecting the addition of the MCC.

b. Reporting Unit Codes (RUC). CMC (MI) is the functional manager for RUCs. RUCs are normally assigned upon activation of units or sub-units. Request for assignment of RUCs for sub-units or to support existing structure of a command shall be submitted to CMC (MI). Request for assignment of RUCs to activate units which will change or create structure requirements should be submitted to the CG MCCDC (TFS).

c. Command Reporting Unit Code (CRUC). The CRUC identifies the orders writing activity of the Major Subordinate Command. The CRUC is a unique RUC which is used to support the AOWP and the acknowledgement of orders. In the case of active component units, the unit holding the CRUC is also the unit which holds the Command MCC for the subordinate unit. Request for change of

CRUC for orders issuance and acknowledgment should be submitted to CMC (MMEA5) for consideration and approval.

d. Consolidation of Administrative Reporting. Request for consolidation of administrative reporting should be submitted to CMC (MIF). Upon approval, the unit diary reporting/Tables update instructions will be released in a naval message by CMC (MIF).

e. Unit Address Changes. Unit address change Event entries are required when there is a change of PO Box number, Street address, building number or zip code. Upon certification of the historical event entry the servicing MISSO is required to submit updated information to DFAS-KC (ITD) and info CMC (MI). Examples of format for address change submissions are provided in figure 5-5.

5104. ROUTINE REQUIREMENTS FOR TABLES MAINTENANCE. MISSOs will thoroughly review the Tables to determine if requested changes for RUs within the jurisdictional command were updated. The MISSO will use INFOPAC and the file of CMC (MI) serialized messages and CG MCCDC MCBuls to verify changes to the tables as they occur. Information identified as erroneous or missing will be forwarded to CMC (MIF) for appropriate action.

5105. ACCESSING INFOPAC. The following outlines the steps necessary to access INFOPAC for the review of Tables data.

1. After logging into the system and selecting the INFOPAC menu, the user will enter Report/Topic ID number T7040CCJ and respond with a "yes" entry in the Display List of Versions and Display List of Index options. See figure 5-2.

2. Once the Reports Version Menu is displayed the user may select the Tables version that they would like to view by placing an "X" next to the Option column next to the date of the report. Figure 5-3 provides an example of the Reports Version Menu.

3. The Report Section Index will be presented next as displayed in figure 5-4. The user will need to page forward a couple of times until the Tables appear. The user should then tab to the Table they want to review and then key an "X" in the OPTION field and press enter.

4. As the report is presented the user may scroll down to find the Table entry or data element requiring review/validation.

CHAPTER 5

TABLES MAINTENANCE AND SOFTWARE UPDATES

SECTION 2: MCTFS SOFTWARE RELEASE UPDATES

5201. SYSTEM MODIFICATIONS. Modifications to MCTFS are made twice annually during software releases (SR) scheduled for April and October. The MISSO reviews Fields user requests for system modifications and submits them to the CMC (MI). The CMC (MI) reviews modification request and, if approved, schedules for the next available SR. Modification requests should be submitted for consideration anytime an enhancement or correction is identified.

5202. SOFTWARE RELEASE PROJECTS. The CMC (MI) announces software release projects during the MCTFS conference and at the annual MISSO conference. Prior to each SR the CMC (MI) publishes a MCTFS Software Release Notice indicating changes scheduled for the SR. The MISSO ensures the MCTFS Software Release Notice is distributed to RU's prior to the SR. The MISSO will also send a data file containing the Software Release Notice to each deployed unit via e-mail or SALTS and follow up by mailing a hardcopy.

5203. IMPLEMENTATION OF SOFTWARE RELEASE. The DFAS-KC (ITD) publishes a detailed schedule for each SR via naval message. The MISSO ensures each of the MCTFS Site Coordinators receives a copy of the SR schedule. The following summarizes the preparation for implementing SR changes:

1. Software Release Schedule Announcement. Upon receipt of the MCTFS SR schedule, provide information to the RU's and MCTFS Site Coordinators.

2. Software Release Site. An SR site and date will be identified in the announcement. The purpose of the release site is to implement new programs in the field environment. The Release site MISSO is responsible for selecting RUs and/or CRUCs to be used during SR. After new OLDS programs are loaded, the MISSO will ensure, that the RU/CRUC UD is certified and processed during SR. The release site MISSO monitors data reported by the RU/CRUC UD on the DSF, ADF, TRF and CMF to

ensure each modified TTC is properly processed and posted. During SR MISSO-09 monitors SR data submitted by HQMC RUs and MISSO-16/17 monitors SR data submitted by Reserve RUs. SR sites alternate between MCB Camp Pendleton MISSO and MCB Camp Lejeune MISSO.

3. Unit Diary/Marine Integrated Personnel System Users. The DFAS-KC (ITD) will forward new UD program Compact Disk (CD's) to the MISSO two weeks prior to the software release. The MISSO then conducts a UD preparation test to determine if all functions including new TTC'S work properly. Upon receipt of authorization to release the CD's, the MISSO ensures the programs are transmitted to each RU to be copied and distributed to RU's by the MCTFS Site Coordinator. Instructions accompany the CD's programs advising RU's of certain actions to be taken prior to preparing their first diary.

4. Cutoff Date and Time For Old Programs. The DFAS-KC (ITD) establishes a date and time for termination of UD processing under old programs. The MISSO then establishes a cutoff date and time for termination of UD processing under old programs for the jurisdiction. This allows sufficient time for the data to be transmitted for collection and processing prior to the cutoff date and time specified.

a. OLDS UDs opened and certified prior to the cutoff date and time will be transmitted to central for processing under the old programs. UDs opened and not certified by the local cutoff date and time will not be processed until after the SR. The MISSO monitors the DSF to ensure that all "opened" UDs are certified prior to the local cutoff date and time. When new OLDS programs are loaded, a message will be displayed on the "WELCOME SCREEN" advising RUs to resume UD reporting under the new OLDS program. UDs submitted on or after the date the new OLDS program are loaded will not be processed until after SR. After completion of SR, all UDs in a "CERTIFIED" status on the DSF will be processed.

b. UD/MIPS Unit Diaries transmitted to the MISSO or MCTFS Site Coordinator by the local cutoff date and time will process under old programs. The MISSO should not accept UD/MIPS UDs submitted under old programs after the SR cutoff date and time. However, exceptions can be made for deployed units and in those cases where TTCs have not changed on the new UD/MIPS program.

Caution should be exercised when authorizing units to process UDs under old programs.

c. The MISSO coordinates with each MCTFS Site Coordinator and the DMC DETACHMENT ensuring all UD/MIPS UDs have been received for batch collection prior to transmitting diaries to central for processing. Every effort should be made to ensure all UDs have been received at the DMC DETACHMENT and all OLDS UDs have been certified prior to transmission to central.

d. The MISSO will be advised when the SR is over and UD processing commences under new mainframe OLDS programs and UD/MIPS programs. Generally, the new OLDS programs will be loaded within 24 hour from the time processing terminates under the old program.

5. Midmonth Update and Extract (U&E). In some cases the midmonth U&E may run early because of the SR schedule. In these cases the MISSO will be advised via a DFAS-KC naval message.

6. Error Code Tables. The MISSO should review the new error code listing with each SR. The error code listing is available on-line under the CICS menu option TFR MCTFS. The error code table is necessary when a RU is doing research on the TRF which does not contain an english description.

7. TTC Listing. Usually a new TTC listing is created with each SR. The OLDS RU can acquire a new TTC listing on-line via the local On-line Diary Master Menu. UD/MIPS units can print a TTC listing via OLDS or from UD/MIPS.

8. MCTFS Changes. The CMC (MI) will publish a change to the MCTFSPRIM after the SR. The MISSO is provided with an advance copy to review prior to publishing. The Software Release Notice provided in advance of SR will be used by users in UD preparation until MCTFSPRIM changes are received.

FILE MAINTENANCE TABLES

Table 01 RUC - RUC/MCC Table
Table 02 SERVICE SCHOOLS Table
Table 03 FOREIGN LANGUAGE Table
Table 04 MOS Table
Table 05 SEPARATION DESIGNATION NUMBER Table
Table 06 PROGRAM ENLISTED FOR Table
Table 07 CIVILIAN EDUCATION Table
Table 08 LOCATION CODE Table
Table 10 MCC - MCC/RUC Table
Table 11 ACTIVE MILITARY PAY Table
Table 12 FLAT RATE Table
Table 13 DISBURSING SYMBOL Table
Table 14 COLA INDEX Table
Table 15 STATE INCOME TAX Table
Table 16 APO/FPO ZIP CODE Table
Table 17 ENLISTMENT BONUS PROGRAM Table
Table 18 PROFICIENCY PAY Table
Table 19 AUTODIN MESSAGE PAYROLL Table
Table 20 FOREIGN LANGUAGE SCORE CONVERSION Table
Table 21 DEPENDENCY RELATION CODE Table
Table 22 MCC and ENGLISH TITLE Table
Table 23 MOS/DOD CODE Table
Table 24 CRUC - BONUS Table (REMMPS)
Table 25 MOS - BONUS Table (REMMPS)
Table 26 PAYMENT BONUS Table (REMMPS)
Table 27 MOVE IN HOUSING ALLOWANCE (MIHA) Internal Rate Table
Table 28 ASVAB RAW SCORE Conversion Table
Table 29 ASVAB COMPOSITE SCORE Conversion Table
Table 30 BAQ PAY CODE Table
Table 32 UNIQUE ITEMS OF EXPENSE COLA Table
Table 33 MCI COURSE Table
Table 34 COMPONENT CODE/PAY GROUP
Table 37 CIVILIAN OCCUPATION Table
Table 38 CONUS COLA Table
Table 39 CONUS COLA RATE Table
Table 42 PAY CODE Table
Table 43 CRISIS CODE Table
Table 44 MC FINANCIAL ASSISTANCE PROGRAM (PLC's)
Table 45 DOD SERVICE COMPONENT CATEGORY CODE
Table 46 SEPARATION LAW Table

Figure 5-1.--CENTRAL FILE MAINTENANCE TABLES (Cont.)

Table 52 ASSIGNED RUC Table
Table 53 ADMIN RUC Table
Table 64 OHA UTILITY Allowance Percentage Table
Table 66 COST OF LIVING ALLOWANCES: ANNUAL COMPENSATION Table
Table 67 COST OF LIVING ALLOWANCES: ANNUAL SPENDABLE INCOME Table
Table 68 SGLI RATE Table
Table 70 PERSONAL SERVICE AWARDS Table
Table 71 BIR/BTR Table

(Note: Central File Maintenance Table reflects all table in MCTFS as of SR 1-00)

Figure 5-1 (cont.)

```
 0748E-ENTER OPERAND
 COMMAND ===>                                                TIME:
 092804
                              *** INFOPAC-RDS ***
                                  VIEWING MENU

 RECIPIENT ID: TUJ0
VERSION:  5.2
     PASSWORD:                                                  TAPE
VOLSER: MC5696

             VIEW BY REPORT OR TOPIC:    R   (R/T)

                     REPORT/TOPIC ID:    t7040ccj__
                             VERSION:    ______ ______
                             SECTION:
_____________________________________


      DISPLAY LIST OF REPORTS/TOPICS:    NO  (YES/NO)
            DISPLAY LIST OF VERSIONS:    yes (YES/NO)
               DISPLAY SECTION INDEX:    yes (YES/NO)



 PF01=HELP   PF02=PRINT  PF03=END   PF04=MENU  PF05=RFIND
PF06=MARK
 PF07=UP     PF08=DOWN   PF09=      PF10=LEFT  PF11=RIGHT
PF12=QUIT
```

Figure 5-2. --INFOPAC-RDS Viewing Menu

```
0727I-BEGINNING OF VERSIONS             0732I-END OF VERSIONS
 COMMAND ===>                                            TIME:
093833
                          *** REPORT VERSIONS ***

 REPORT: T7040CCJ   T7040CCJ TABLE REPORTS

         OPTION    DATE     TIME    DEVICE   STATUS
         ------   ------   ------   ------   ----------------
           X      980605   083726    DISK    AVAILABLE
           _      980529   193533    DISK    AVAILABLE
           _      980529   150159    DISK    AVAILABLE



 PF01=HELP  PF02=PRINT  PF03=END  PF04=MENU  PF05=RFIND
PF06=MARK
 PF07=UP    PF08=DOWN   PF09=     PF10=LEFT  PF11=RIGHT
PF12=QUIT
```

Figure 5-3. --Table Reports (Report Version)

```
 COMMAND =>                                                  TIME:
093914
                          *** REPORT SECTION INDEX ***

REPORT ID: T7040CCJ   T7040CCJ TABLE REPORTS
  VERSION: 980605 083726

OPTION SECTION                      PAGES   DESCRIPTION
 ------ ---------------------------- ------  -------------------------
-----                                  1
    _                                  1
    _                                  1
    x   TABLE # 01                   614
    _   TABLE # 02                   102
    _   TABLE # 03                     7
    _   TABLE # 04                    47
    _   TABLE # 05                    14
    _   TABLE # 06                    17
    _   TABLE # 07                     6
    _   TABLE # 08                   955
    _   TABLE # 10                   154
    _   TABLE # 11                    60
    _   TABLE # 12                     1
    _   TABLE # 13                    26
```

Figure 5-4. --Table Reports (Report Section Index)

Example of Unit Address Change:
RUC 52600, MCC 828 (additional)
Unit address: PSC 819, Box 13, FPO AE 009645-2700

Example of Title Change:
RUC 30002, MCC 080 (additional)
Unit title: Manpower and Reserve Affairs Department
Reported on UD
Authority: CG MCCDC Quantico, VA//TFSD//dtg

Example of DSSN change:
RUC 01266, MCC VM5 (primary)
DSSN D6198

Example of relocation address change:
RUC 02201, MCC 023 (primary)
Unit address: MCAS Miramar,PO Box 452013,
San Diego, CA 0092145-2013
City code 2194, State/County 06073
(relocation update information is provided in the MCBUL 5400)

Example of RUC being added as result of activation of unit which provides ADCON for (2) separate MCCs.

RUC 54099, MCC J20 (primary)
Unit title: MarDet Navy Supply Corps School (Instructors)
Unit address: 1425 Prince Avenue, Athens, GA 0030606-2206
City code 0270, State/County 13049, Comd/Juris DPI 02,
DSSN D5190, TCD D, TCF 36, PEN 0804731M, RCN 010002,
Comd RUC 54099, MCC J20, Flag 2, Cmd MCC J20, GlC 306.

RUC 54099, MCC K82 (additional)
Unit title: MarDet Navy Supply Corps School (Students)
Unit address: 1425 Prince Avenue, Athens, GA 0030606-2206
City code 0270, State/County 13049, Comd/Juris DPI 02,
DSSN D5190, TCD A, TCF 36, PEN 0804731M, RCN 010002,
Comd RUC 54099, MCC J20, Flag 2, Cmd MCC J20, GlC 306.

Example of MEU changing new location, as a result of a float:
RUC 20179, MCC 1FT (primary)
Unit address: Unit 82214, FPO AE 0009502-8526
(Note: Juris/DPI, does not change when a unit is on a float)

Figure 5-5. --Example of Unit Address Change

CHAPTER 6

SYSTEM COMMUNICATION/COORDINATION/QUALITY CONTROL

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COORDINATION	6003	6-2
QUALITY CONTROL	6004	6-4

FIGURE

6-1 MCTFS PROBLEM RESOLUTION SHEET 6-8

CHAPTER 6

SYSTEM COMMUNICATION/COORDINATION/QUALITY CONTROL

6001. INTRODUCTION. Communication, coordination, and quality control of MCTFS are the key factors to maintaining a complete and accurate data base. This chapter covers a variety of topics concerning quality control of the data base by the MISSO. The functions of communication, coordination, and quality control are usually accomplished by the MISSO Quality Control Non-Commissioned Officer.

6002. COMMUNICATION. Communication between the MISSO RUs, CMC (MI) HQMC, local disbursing offices, MISSA, and the DFAS-KC (IDT) should be informal. The MISSO may communicate by the most expeditious means available. The exchange of ideas and procedures between the MISSOs, MISSA, and DFAS, is encouraged.

1. The MISSO may use any and all means available to communicate with RU's. These means may include but are not limited to:

a. Advisory bulletins containing information of interest and assistance to the RU's.

b. Advisory messages prepared on the MISSO Broadcast Screen.

c. Priority message traffic, if necessary.

d. E-mail, telephone and personal contact are, of course, the preferred methods of communication and problem solving.

2. The following communication procedures apply to RUs:

a. The MISSO is the link for informal communications between the RU and, CMC (MI), and the MISSA.

b. Official correspondence will be used for formal communication between RUs and CMC (MI), and the MISSA.

6003. COORDINATION. Keeping the MCTFS responsive to the needs of the RU and higher headquarters depends on a coordinated effort put forth by all users. The MISSO is the local

representative and is responsible for ensuring MCTFS operates smoothly.

1. The MISSO will ensure that all jobs connected with the MCTFS cycle are scheduled and executed. The cut-off times for the beginning of the cycle and cut-off time for data input should be established by the MISSO for their local jurisdiction. Cut-off times for input to cycles should be common knowledge to all customers of the MISSO. The cut-off times should be published and kept to a set schedule, if possible. Each MISSO will ensure that the breakout is executed in sufficient time to be processed in the cycle at central.

2. Processed Cycles. MCTFS cycles are generally scheduled to process five times per week. Cycle schedule dates are published by the MISSA and provided to the MISSOs.

3. System Problems. Any processing problems that create a delay of data entry or do not generate the desired result are system problems. When not identified or not reported correctly, they hinder all aspects of manpower management.

a. Any system problem identified or suspected will be reported by e-mail transmission to the MISSA at once.

b. Upon completion of the above notification, a problem sheet will be opened in the MISSO to track the status of the problem until resolved. Figure 6-1 provides a sample Diary System Problem Sheet.

c. RUs and commands will be notified of system problems which have been confirmed by the MISSA. The MISSO may make notification by any communication means deemed necessary (e.g., Advisory Bulletin, message, etc.)

4. MCTFS Utilities. Utilities are designed to provide recovery procedures and additional reports in specific areas for the MISSO.

a. Coordination between the MISSO, and MISSA, must be made before requesting a utility program to be executed to ensure complete understanding of the designed operation.

b. Any questions concerning these programs should be directed to the CMC (MI), MISSA, or DFAS-KC (FSJ).

5. Unit Deployment. Continuous UD reporting service to deploying RU's and table update information are the most important aspects of RU deployment for the MISSO.

a. The MISSO will keep a deployment schedule of all RU's within its jurisdiction.

b. The Unit Deployment Schedule will include all RUs on the UDP or other deployments. MISSO's should use the deployment checklist in chapter 7 of this Manual to track actions required by the RU and the MISSO.

6004. QUALITY CONTROL. All actions completed by the MISSO are considered quality control efforts. The main purpose of quality control is to keep the system free of erroneous or incomplete information and operating smoothly.

1. System Generated Reports. The system generates reports that are designed to keep the system accurate. The MISSO will monitor the reports or provide guidance to RUs/commands required to complete the audit.

a. AOWP. AOWP orders are generated by the assignment monitors and post with the MCTFS cycle. Each AOWP Report is serialized.

b. System Purification. A complete database can be accomplished only through sound purification efforts. Erroneous records hinder the quality of information being extracted from the system and may adversely impact upon the accountability of personnel and accuracy of individual pay entitlements.

(1) Local reports should be extracted by the MISSO to control known data element problems. The MISSO will determine the most expedient means to correct erroneous data (e.g., RU input, MISSO input, MISSA input or HQMC input).

(2) Local reports may be supplied to RU's conducting special-type audits to clean up incomplete or bad data.

2. MCTFS QUALITY CONTROL. Each day the advisory reports of five different RU's will be reviewed by the MISSO to search for possible systems problems. Any trend items will be researched to determine if the RU has problems. If problems are

system-related, a problem sheet will be written and submitted to the MISSA.

3. MISSO Contact Team. This team provides onsite MCTFS technical or instructional reporting assistance to RUs/Commands.

a. MISSO teams should be composed of well-informed MISSO personnel. The analyst of the RU to be visited should be a member of the team.

b. Team members should be familiar with the following publications, procedures, and equipment:

(1) Common problems of the RU visited.

(2) Current systems problems.

(3) Computer equipment and applications.

(4) Transmission procedures.

(5) The MISSOs SOP.

(6) Direct support that the MISSO can provide RU visited.

(7) MCTFSPRIM, MCTFSCODESMAN, IRAM, MCRAMM, MCTFSAPSM, and this manual.

(8) Users Manuals for the OLDS, UD/MIPS, ODS, ARMS/SELMS.

(9) PAAs, PAANs, SAANs, TANs, and SAOs.

c. The MISSO should coordinate/schedule team visits to RU's or Major Subordinate Commands through the MCAAT Teams, Command, or local administrative assistance teams.

(1) The following will be accomplished:

(a) MISSOs with RJE sites will visit these activities at least twice annually.

(b) MISSOs will visit at least one RU per month of each major command under its jurisdiction.

(c) MISSOs will visit other commands at least once every two years.

(2) Visits to RUs may be conducted at the discretion of the MISSO OIC, and the RU commander.

(3) The MCTFS jurisdiction commander should provide funds for MISSO visits to RUs within his/her jurisdiction.

(4) The MISSO may provide an after-action report to RUs; however, MISSO personnel will not be used as members of an inspection team. The mission of the MISSO is assistance not inspection.

(5) Because of the geographical spread of MISSO 09, 16, 17, and parts of MISSO 27, the MISSO's will determine their own visit schedule.

4. Training. The mission of the MISSO cannot be accomplished without the proper training of MISSO personnel. UD clerks cannot effectively help the RU commander manage MCTFS without good training.

a. The MISSO may assist RUs with training when requested by the RU or command.

b. The MISSO will have its own MOS-related training. The following guidelines will be used:

(1) MISSO personnel are required to read the following upon beginning a tour in the MISSO:

(a) Local MISSO SOP.

(b) This Manual.

(2) MISSOs will conduct at least one hour of formal training each week. This training consists of, but is not

limited, to the contents of MCO 1510.53. (Individual Training Standards).

(a) Use of the 3270.

(b) Working problem records and submission procedures.

(c) This Manual.

(d) Computer equipment procedures.

(e) Reportable items contained in MCO P1080.40.

(f) Updates on systems problems.

(g) Software Release notices.

(h) Selected portions of DFAS-KC 7220.31-R.

(3) MISSO personnel are required to maintain technical proficiency by reading the following:

(a) At least one chapter of MCO P1080.40 each month.

(b) MISSO Advisories, Personnel Admin Advisories and MISSA-SMB messages.

(c) Review DFAS-KC 7220.31 (MCTFSAPSM) every 6 months.

(d) Daily Read Folder of the MISSO.

(e) System Assurance Officer Messages/Quarterly Status Reports.

DIARY SYSTEM PROBLEM SHEET

POINT OF CONTACT: DATE:

REQUEST NUMBER:

REQUESTED CHANGE:

CHANGE APPLIES TO: ADMIN___ DISB_____

SYSTEM REQUIRING CHANGE: MCTFS____ UD/MIPS____ ODS_E____

DESCRIPTION OF PROBLEMS/CHANGES

SUPPORTING DOCUMENTATION:

REQUESTED CHANGE DATE:

OIC, MISSO INIT_____

DISTRIBUTION:
MISSA

Figure 6-1: MCTFS Problem Resolution Sheet

CHAPTER 7

DEPLOYMENT SUPPORT

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CHAPTER 7

DEPLOYMENT SUPPORT

SECTION 1: UNIT DEPLOYMENT REQUIREMENTS

7101. GENERAL. The instructions in this chapter cover actions the MISSO will take in quality control efforts concerning the UDP and deployments of RUs for 31 or more days away from their home base. This chapter will also cover instructions for the deployment of MISSO in support of contingency and/or emergency operations. For the purpose of this Manual, the term "away from their home base" means out of the geographical area of the base (i.e., a RU stationed at Camp Lejeune that conducts exercises on the base itself for a period of 31 days or more would not be considered geographically away from its home base).

7102. UNIT DEPLOYMENT PROGRAM. The UDP consists of certain FMF RUs, both ground and air, that rotate on a routine scheduled basis between CONUS/Hawaii and Japan. The MISSO is responsible for monitoring and providing guidance to RUs involved in the UDP. The MISSO is responsible for ensuring that RUs report the correct UD entries per MCO P1080.40 and submit proper tables information to the CMC (MI), DFAS-KC (ITD), and MISSA. Informal coordination between MISSOs is encouraged to ensure prompt and timely support is provided to RUs involved in the UDP.

1. UDP Checklist. The MISSO will use checklists to ensure Necessary actions are completed in connection with the UDP. Figures 7-1 through 7-4 are available and should not be considered all inclusive. Figure 7-5 is provided for use in deployment other than the UDP.

a. The checklist, contained in figure 7-1, will be originated on the 180th day before a RU deploys and will be maintained by the originating MISSO until return of the RU to CONUS/Hawaii. Upon completion of required action the checklist, will be filed and retained by the MISSO for 3 months, and then destroyed.

b. MISSO-27 will originate the checklist contained in figure 7-3 upon receipt of correspondence from any CONUS/Hawaii MISSO

that a RU involved in the UDP will be deployed. The checklist will be used to record the arrival of the RU to WESTPAC and will be finalized when the RU departs for return to CONUS/Hawaii. Upon completion of required action, the checklist will be filed and retained by the MISSO for 3 months, and then destroyed.

2. Tables Information Update. The address tables used by the system to direct information to its proper place must be corrected and updated in a timely manner in order to ensure that personnel and pay data pass throughout the system properly. If any computer table is erroneous, many MCTFS records may not be updated and could cause personnel and pay problems. The MISSO is responsible for daily review of tables to ensure accuracy. The format and contents of table's information are covered in chapter 5 of this Manual.

a. The correspondence used to update tables information for the UDP has a two-fold purpose. The first is to keep the necessary computer tables updated to ensure uninterrupted personnel and pay service to RU's involved in the UDP. The second is to give the CONUS MISSO and MISSO-27 a standardized means of communication to ensure proper accountability of MCTFS computer records of RUs involved in the UDP.

b. The Tables Update correspondence should be initiated via the most expeditious means available (generally E-mail). The general format for this correspondence is indicated in figure 7-6.

3. Special Instructions. The following are special instructions concerning the maintenance of RU UDs and Messages.

a. Undelivered reports for RUs that have embarked will be mailed to the gaining MISSO before the close of business on the date of receipt.

b. Current file copies of reports will be kept by the losing MISSO. These file copies will be maintained per current instructions and disposed of at the appropriate time.

7103. OTHER DEPLOYMENTS. Other deployments are deployments away from a RU's home base for 31 or more days. Even though a RU does not deploy for more than 31 days, the MISSO may elect to follow the below instructions if it is determined that it better serves the RU. If disagreement arises concerning MISSO support

of RU's deploying for less than a 31-day period which cannot be resolved by the local MISSO, refer the problem to the CMC (MIF) for resolution.

1. Generally, the support given by the MISSO for deploying RUs will include tracking and receiving UDs via electronic submission and monitoring the submission of SALTS or message UDs (if applicable).

a. The MISSO will ensure that RUs are aware of the deployment entries that must be reported. The MISSO will provide pre-deployment training to ensure RUs are aware of the UD reporting requirements and the transmission methods available while deployed.

b. When SALTS is available for use by the deploying RUs, the MISSO must ensure that the using RU has a complete understanding of the system, its operation, and backup procedures should it fail. Coordination between the MISSO, ISMO, and the RU is required.

c. When retyping of message UDs is required, support of RUs participating in other deployments can cause a serious personnel drain on the local MISSO. This personnel drain can be detrimental to the local MISSOs mission and could have an adverse effect on the MISSO's effectiveness. When the MISSO OIC determines that this has, or will occur, personnel support agreements between the MISSO and the command of the supported RUs can be initiated. See figure 7-7 for an example of a support agreement. When the support provided to a major command is ongoing, the FAP can be considered a viable personnel support solution for the increased requirements placed on the MISSO.

2. Special Instructions. The following instructions will be followed in connection with other deployments, unit training or exercises in excess of 30 days.

a. The manner in which the local MISSO supports other deployments will be governed by the local MISSO in agreement with the RU(s) supported. The MISSO may develop local SOPs with the major commands that will outline support requirements.

b. Any support given to other deployment RUs should be the same throughout to keep the local systems of support simple and consistent in nature. The local MISSO will develop its own SOP for supporting other deployments. A copy of this SOP will be forwarded to HQMC upon request. MISSOs are encouraged to seek advice from the CMC (MI) or other MISSOs concerning other deployments.

CHAPTER 7

DEPLOYMENT SUPPORT

SECTION 2: DEPLOYED UNIT DIARY SUBMISSION TO PARENT MISSO

7201. GENERAL. The MISSO will coordinate with each RU prior to, and after the RUs deployment. The purpose of this coordination is to provide the RU with information regarding diary transmission methods available for deployed units and to ascertain if the unit had any problems with diary transmission while deployed. Some of the more common methods for transmitting unit diaries include the use of 3270 Emulation Software, LAN/WAN, INTERNET, and SALTS.

7202. PREDEPLOYMENT TRAINING AND COORDINATION. In order to reduce diary problems for deployed units, the MISSO will provide information and training to the unit on the following topics.

1. Other transmission methods which may become available to the unit (e.g. LAN/WAN, INTERNET, 3270 EMULATION).

2. Ensuring the unit ISMO or S-1/S-6 is aware of the requirement to transmit UD data from the deployment area to the processing site.

3. MISSO procedures used to resolve UD reporting problems while deployed.

4. Procedures for delivery of feedback reports and other output required during the deployment. All MISSOs should add deploying units to VLO at KCT to receive message generated DFRs.

5. SALTS transmission and receiving capabilities to include the recommendation to keep the RUs SALTS diaries small to avoid problems with missing parts of diaries.

6. Keeping the MISSO advised of their Routing Indicator Code (RIC) and Plain Language Address (PLAD) prior to deployment.

This is required for the Deployed Message Table that is used by the system to generate Feedback Reports.

7. Providing "By direction" authority to the OIC/NCOIC MISSO in the event unit diaries must be retyped during their deployment.

7203. POSTDEPLOYMENT CONFERENCE. The MISSO should contact the deploying units within 10 days after the deployment return date. The purpose of this contact is to discuss problems encountered and realize lessons learned. The MISSO should encourage the submission of a written after action report by the Personnel Officer/Chief or the Unit Diary Chief.

7204. PREDEPLOYMENT EXERCISES. Usually, deploying units will participate in a predeployment exercise prior to a deployment. During the predeployment exercise, the MISSO should encourage the deploying unit to utilize the chosen data transmission method during the excercise. Use of the chosen submission method will provide the user with the experience they will need while deployed. Testing of the hardware and software can also be accomplished during this period.

7205. UNIT DIARY INPUT. Deployed units will generally prepare diaries on the UD/MIPS and complete the courier process for transmission to the MISSO prior to central processing. For those units that use this method of diary upload, the MISSO must monitor and track receipt of UDs and provide the unit with feedback regarding the receipt of diaries for processing.

7206. DIARY FEEDBACK FOR DEPLOYED UNITS. The MISSO should contact the MISSA whenever a deployed unit is unable to extract feedback reports through some form of 3270 connectivity. The MISSA can initiate the VLO Process (TC7047VL) which extracts feedback report data from MCTFS and transmits it to the unit in message format. The appropriate feedback messages are extracted by cycle from the MCTFS ADF. An example is provided in figure 7-8. If no information is found for the cycle being generated, the program will generate a negative message report (Contact the MISSA for additional details regarding this process). In addition, the MISSO is required to take the following action to monitor Diary Feedback Reports for deployed units:

1. Ensure the Naval Message Generator on the MIS16 menu is updated with the RUC, RIC and PLAD on the date the unit designates to start message feedback reports. See figure 7-9.

2. Ensure the MISSA retransmits Diary Feedback Reports upon notification that a deployed unit is missing cycle reports. Cycles cannot be regenerated once the data has dropped off the feedback files. In those cases where the unit has asked for a cycle that is no longer on the feedback files, mail a copy of the printed Feedback Report. The cycles are generally available for transmission for about 25 days after the cycle completion date.

7207. DISTRIBUTION OF PERSONNEL REPORTS. In most cases reports generated from the MCTFS cycle will have to be mailed to deployed units by the MISSO. The following action is required by the MISSO:

1. Mail all reports to the unit upon receipt.

2. Research MCTFS problems received by the unit and provide a response as soon as the problem is resolved.

3. Provide reconciliation data no less than once a month or as requested.

4. Provide the unit with software updates when they are released by the MISSA and the ITD.

CHAPTER 7

UNIT DEPLOYMENT

SECTION 3: DEPLOYED MISSO CONCEPTS

7301. GENERAL. To support the deployed Commander account for personnel and provide prompt and timely pay and personnel support; it may be necessary to provide MISSO support in theater. As such, the MISSO may provide a deployed support team as requested by the MEF Commander.

7302. PRE-DEPLOYMENT CONCEPT. Commander's maintain the responsibility to provide timely and prompt administrative support in a deployed or contingency situation. To assist the Commander, the MISSO must be prepared to provide the same level of support in a deployed environment. To facilitate the deployment of a MISSO support team the following if required must be accomplished by the MISSO:

1. When informed of an impending contingency operation, immediately make liaison with the MEF G-1 to determine the administrative concept of operations and projected deployment schedules. Ensure the G-1 is fully aware of the capabilities and level of support which can be provided by the MISSO to the RU's while deployed.

2. Once the MISSO and the MEF G-1 has agreed to employ a deployed MISSO cell, the OIC of the MISSO will contact CMC (MI) to discuss support requirements and deployment plans.

3. If the MEF G-1's deployment plan includes MISSO services and capabilities, coordinate with the FSSG G-1 to secure transportation and other CSS level support. Whenever possible, the MISSO support team should deploy as a component of the FSSG TPFDL.

4. Ensure communication requirements for transmitting MCTFS data is provided to the Major Subordinate Command G-1s and G-6s.

5. Ensure predeployment transportation requirements are identified to allow for TPFD of MISSO personnel throughout the force build-up

6. Identify MISSO personnel for liaison team deployment.

7. Ensure adequate personnel and field equipment are on hand for short notice deployments.

7303. MISSO DEPLOYMENT. The servicing MISSO will provide initial support to a MEF Forward size deployment as required. A minimum liaison support team of two MISSO analysts will be provided to a MEF Forward size element. The MISSO and MAGTF Commander will decide when and if additional MISSO support is required.

1. The servicing MISSO will provide all necessary and requested support to the extent possible. When support requirements exceed the MISSOs capability, the MISSO will contact CMC (MIF) for assistance. Upon request, the CMC (MIF) will task organize MISSO personnel for deployment to the contingency area. The CMC (MIF) may also task other MISSOs with providing additional personnel/equipment as may be necessary.

2. The contingency MISSO will deploy in support of the operation and will be administratively attached to the FSSG. The following considerations apply to the task organization of MISSO personnel for the deployed MISSO concept.

a. MISSO support while deployed should be on par with the service provided in garrison.

b. An adequate number of MISSO personnel and support equipment must remain in the JURIS which supports the deploying MEF to ensure units remaining behind are provided with MISSO continuous support.

c. The mobilization of the Reserve units may require support personnel from MISSO-17 to assist in reserve unique reporting.

7304. POST DEPLOYMENT.

a. Upon retrograde of the MEF the deployed MISSO and MAGTF Commander will decide the order of the return. Upon return of the deployed MISSO all personnel/equipment will be returned to the parent MISSO/organization.

b. The deployed MISSO OIC will ensure all administrative requirements are completed prior to personnel being detached to their permanent MISSO.

c. An after-action report will be prepared and submitted to CMC (MI) upon return from the deployment.

RUC_____ TITLE_____ PHONE #_____

OUTBOUND UNITS APPROXIMATE DEPLOYMENT DATE____DESTINATION(UNCLAS ONLY)

	Date Completed	Cycle #	
1.	_____	N/A	Unit liaison/contact with the MISSO 5 weeks prior to deployment. Unit point of contact _____ Phone #_____.
2.	_____	N/A	Unit should submit "WILL DEPLOY" Record of Event entry 4 weeks before deployment. UD#_____ Dated_____ Received at MISSO_____.
3.	_____	N/A	Release correspondence to DFAS KC for tables information update upon receipt of "WILL DEPLOY" Record of Event entry with History of Tables Information. UD#_____ Dated_____ Received at MISSO_____.
4.	_____	___	MISSO contact/liaison with unit 4 to 7 days prior to departure. Unit point of contact_____ Phone #_____.
5.	_____	___	Process "WILL DEPLOY" Record of Event entry after 699 pay data has processed for last payday in CONUS/Hawaii. **(CAUTION: Ensure 699's pay data has been processed before input).**
6.	______	_____	Unit submit OPCON/ADCON as Last UD submitted via JURIS
7.	_____	___	Process "OPCON/ADCON LAST UD THIS JURIS" Record of Event entry. UD#_____ Dated _____ Received at MISSO _____.
8.	_____	N/A	Release correspondence to WESTPAC MISSO.
9.	_____	___	Send undelivered output for deployed units to WESTPAC MISSO Date Mailed _____.

OUTBOUND ACTION

TEAM LEADER----------/S/
QCNCO----------/S/
MISSO CHIEF----------/S/
OIC----------/S/

Figure 7-1: Outbound Checklist for Deployed Units

RUC _____ TITLE _____ PHONE # _____

RETURNING UNITS ESTIMATED RETURN DATE _____

1. _____ N/A Receipt of WESTPAC MISSO Table Correspondence from DSSN Record of Event entry. Dated _____.

2. _____ N/A Receipt of WESTPAC MISSO Correspondence for "OPCON/ ADCON LAST UD" Record of Event entry. Dated _____ Last UD submitted JURIS 27 _____ and Record Count _____.

3. _____ N/A Liaison/contact with unit on day of return or as soon as possible. Unit point of contact _____ Phone # _____.

4. _____ ___ Process "ARR INDIV LOC" Record of Event entry. UD# _____ Dated _____ Received at MISSO _____.

5. _____ N/A Release correspondence to DFAS-KC (ITD) ONLY IF tables information update is needed. (Figure 7-6) DTG _____.

6. _____ ___ Receipt of undelivered output for unit from WESTPAC MISSO. Date received _____.

RETURNING ACTION

TEAM LEADER----------/S/
QCNCO----------/S/
MISSO CHIEF----------/S/
OIC----------/S/

Figure 7-2: Inbound Checklist for Deployed Units

INBOUND CHECKLIST APPROXIMATE ARRIVAL DATE_____

RUC_____ TITLE_____ LOCATION_____

	DATE COMPLETED	CYCLE #	
1.	_____	N/A	Received CONUS/Hawaii correspondence on "WILL DEPLOY" RECORD OF EVENT Entry. Dated_____.
2.	_____	N/A	Received parent JURIS correspondence on OPCON/ADCON, Last UD submitted parent JURIS _____. Dated _____.
3.	_____	N/A	Liaison/contact with unit on day of arrival. Contact _____ Phone _____.
4.	_____	___	Ensure Unit Address (Table 01) reflects correct information for WESTPAC. (Do not process Arrival INDIV LOC UD until correct information appears.)
5.	_____	___	Process ARR INDIV LOC Record of Event entry when unit arrives. UD#_____ Dated _____ Received at MISSO_____.
6.	_____	N/A	Correspondence to DFAS-KC (ITD) ONLY IF tables information is needed. Dated _____.
7.	_____	N/A	Received undelivered output for unit from CONUS/Hawaii MISSO. Received at MISSO _____.

Figure 7-3:-- WESTPAC MISSO Inbound/Checklist For Deployed Units

INBOUND/OUTBOUND CHECKLIST DRD _____

	DATE COMPLETED	CYCLE #	
1.	_____	N/A	Liaison/Contact with unit 5 weeks prior to return to CONUS/Hawaii. RU Point of Contact _____.
2.	_____	N/A	Release MCTFS Tables update correspondence upon receipt from unit or DSSN of Event entry with History of Tables Information Dated_____ UD # _____ Date_____ Received at MISSO_____.
3.	_____	___	Process DSSN from above Record of Event entry after processing 699 pay data for last payday in WESTPAC. **(Caution: Ensure 699 pay data has processed before input).**
4.	_____	___	Process Record of Event entry "OPCON/ ADCON Last UD this Juris" when received from Unit. UD # _____ Date _____ Received at MISSO_____
5.	_____	___	Release correspondence to CONUS MISSO after processing above entry. Dated _____ Record Count _____
6.	_____	___	Send all undelivered output for unit to CONUS/Hawaii MISSO. Date Mailed _____

INBOUND ACTION	OUTBOUND ACTION
Team Leader----------/S/	Team Leader----------/S/
QCNCO----------/S/	QCNCO----------/S/
MISSO Chief----------/S/	MISSO Chief----------/S/
OIC----------/S/	OIC----------/S/

Figure 7-4:-- WESTPAC MISSO Outbound Checklist For Deployed Units

RUC _____ TITLE _____ PHONE _____

MISSO CONTACT _____

	DATE COMPLETED	CYCLE#	
1.	_____	_____	LIAISON/CONTACT WITH UNIT.
2.	_____	_____	PROCESS EVENT "TR NEW LOC".
3.	_____	_____	RELEASE CORRESPODENCE TO DFAS-KC (ITD) FOR TABLES UPDATE. PRESENT TABLES VERSION NUMBER. ENTER ESTIMATED DATE OF RETURN.
4.	_____	_____	LIAISON/CONTACT WITH UNIT UPON RETURN. UNIT CONTACT
5.	_____	_____	PROCESS EVENT "TR NEW LOC".
6.	_____	_____	RELEASE CORRESPONDENCE TO DFAS-KC (ITD) FOR TABLES UPDATE.

Note: File this checklist and retain for 3 months after completion of the deployment and then destroy. Other Deployment is completed after the unit returns to its home base. This checklist will be started 60 days prior to deployment.

Figure 7-5.--Other Deployments Tables Update Information

Fr: MISSO-XX
To: DFAS KC
cc: CMC (MI), MISSO-27
bcc:
Subject: MCTFS TABLES UPDATE INFO
SER no:

1. ACTION: RUC 12345 Will Deploy
2. EVENT 1: Will Deploy to SDPI 27 DSSN 6160
3. Est Deploy Date: YYYYMMDD
4. Rpt on UD XXX-YY of YYYYMMDD
5. New Tables Info
   a. Unit title: VMFA 345 MAG 12 1stMAW MARFORPAC
   b. ADDR1: Unit 12345 Box 12345
   c. ADDR2: FPO AP 12345 5432
   d. Loc Code: 000JA
   e. DSSN: 6160
   f. JURIS: 27
   g. Effective Date of table Change YYYYMMDD
6. POC this MISSO: Cpl Jones, ext 9876.

Figure 7-6.--Tables Update Request Format

2d Marine Division, MARFORLANT
Camp Lejeune, North Carolina 28542

2d Force Service Support Group, MARFORLANT
Camp Lejeune, North Carolina 28542

Marine Corps Base
Camp Lejeune, North Carolina 28542

LETTER OF AGREEMENT BETWEEN THE COMMANDING GENERAL, MARINE CORPS BASE, CAMP LEJEUNE AND THE COMMANDING GENERAL, 2d MARINE DIVISION MARFORLANT, AND THE COMMANDING GENERAL, 2d FORCE SERVICE SUPPORT GROUP, MARFORLANT

Subj: MCTFS SUPPORT PROVIDED TO DEPLOYED UNITS

Ref: (a) MCO P1080.40 (MCTFSPRIM)

1. The reference grants authority to the Manpower Information Systems Support Office for retyping unit diaries that are submitted via message from deployed units.

2. Accordingly, the following is agreed to:

a. The Commanding General, Marine Corps Base, Camp Lejeune agrees that the MISSO will:

(1) Retype all unit diaries submitted by message from 2d Marine Division and 2d Force Service Support Group units that are deployed from the Camp Lejeune area for a period of more than 30 days.

(2) Acknowledge receipt of each unit diary submitted by a deployed unit.

(3) Forward via message, all advisory and errors entries to the deployed unit for action.

(4) Once a week, mail all MCTFS system reports, and related documents to the deployed unit.

(5) Ensure that deployed units have the current version of the UD/MIPS Software and forward any revisions as received.

(6) Retain original unit diaries for forwarding to CMC.

(7) Forward unit copies of unit diaries, via U.S. Mail, once a week to the reporting unit for annotation, corrective action, and filing in accordance with the reference.

(8) Recertify unit diaries received by the MISSO.

Figure 7-7.--Sample Letter of Agreement

b. The Commanding General, 2d Marine Division and the Commanding General, 2d Force Service Support Group agree to:

(1) Ensure that the MISSO is notified at least 20 working days in advance of a scheduled unit deployment.

(2) Have the deploying unit personnel/S-1 officer make liaison with the MISSO at least 15 working days prior to deployment for a brief on the support to be provided by the MISSO, and the actions that will be required of the deployed unit.

(3) Have deployed units prepare and submit unit diaries per the reference and the sequence code listing for UD/MIPS.

(4) Give by direction authority to the OIC of the MISSO and Adjutant, Marine Corps Base to authenticate unit diaries.

3. Personnel Support

a. Commanding General, Marine Corps Base, Camp Lejeune, North Carolina. Provide support per the current FAP agreement.

4. Coordination. Direct liaison between the deploying reporting unit and the MISSO is authorized.

I.T. LEVINS J. W. SENTER K. M. LEAHY

Distribution: CG, MCB CamLej (AC/S, Manpower) (5 copies)
CG, 2d MarDiv (AC/S, G-1) (5 copies)
CG, 2d FSSG (AC/S, G-1) (5 copies)
MISSO, MCB CamLej, NC (2 copies)

Copy to: CMC(MIF)

Figure 7-7.--Sample Letter of Agreement (cont)

```
PTTUMDBA RULSMJJ0004 0050601 UUUU RHMCSUU.
ZNR UUUUU
P 0506012 JAN 2000 ZPY
FM MISSA KANSAS CITY MO//MISSO 16//
TO SECONDBN FIFTH MAR//PERSO//
BT
UNCLAS //N01080//
SUBJ: UNIT DIARY FEEDBACK MESSAGE FOR RUC 11170
1. MCTFS CYCLE 003 COMPLETED PROCESSING.
THE FOLLOWING DIARIES WERE PROCESSED:
                          DATE        CYC   CYCLE     CYCLE     TRANSACTIONS
UD NO UD DATE    OPENED   CERTIFY     NO.   START     FINISH    ACC REJ  TOT
03000 20000104 20000104 20000104 003 20000104 20000105   18   3   21

2.  REJECTED TRANSACTIONS CREATED IN CYCLE 003:
            DIARY/PAYROLL   EFF       ACT       DO    CYC      ADVISORY
SSN         NUMBER   DATE   DATE      DATE      RUC   NR       ERROR
N123456789 03000 20000104 19991223 19991223 11170 003          E
NAME: SANDOVAL                AA
TTC: 031 - 19991223 AIT 0800 MCC V25 TAD EXCESS
HIST:  2/11 KBTRY ATT 2/5 FOR UDP OKI JA
ADC-NR: 7326851 - REPORTED SSN INVALID/NOT ON FILE.

N987654321 03000 20000104 19991223 20000104 11170 003          E
NAME: SANDOVAL                AA
TTC: 150 - 20000104 DSSN 6160 ED 19991223
HIST: NONE
ADC NR: 7326852  REPORTED SSN INVALID/NOT ON FILE.

0456789012 03000 20000104 19991208 19991208 11170 003          G
NAME: POTTER                  JS
TTC: 105 - 19991208 FR SK 2359
HIST: NONE
ADC-NR: 7337631 - MASTER RECORD NOT REPORTED TO SICK.

3.  ADVISORY/PUREX MESSAGES CREATED IN CYCLE 003:
RUC:  11170
            REPORTING   DIARY/PAYROLL    EFF       ACI       CYC ADV
 SSN        RUC         NUMBER   DATE    DATE      DATE      NR  CODE
0879234561  00000       88888  20000101  20000101 20000101 003
NAME: BOMBERRY                SG
TTC: 059 - ESTAB PERM GRADE E6 DOR 20000101
HIST: NONE
ADC NR: 7327776  TRANSACTION FORWARDED TO/FROM TEMPORARY UNIT

0555888222  54807       88888  20000101  20000101 20000101 003  C
NAME: BOMBERRY                SG
TTC: 059 - 20000101 PROM SSGT  PERM DOR 20000101 ED 20000101
HIST: NONE
ADC-NR: 7327777 - CHANGE ENTERED BY HQMC HAS BEEN POSTED TO MMS
MASTER RECORD. ENTER IN SRB/OQR IF APPLICABLE.

0777111777  54864       00793  19991229  19980611 19980611 003  C
NAME: DUPAN                   JJ
TTC: 350 - 19980611 ENROLL MCI CRS 033MZZ
HIST: NONE
ADC-NR: 7340490 - CHANGE ENTERED BY HQMC HAS BEEN POSTED TO MMS
MASTER RECORD. ENTER IN SRB/OQR IF APPLICABLE.

4. RELEASED BY GS13 M. P. WILSON
```

Figure 7-8. --VLO Feedback Message Format

```
USERID:  GMP154     NAVAL MESSAGE GENERATOR              10/07/88
                                                         09:33:08

                        R - REVIEW A UNIT
                        A - ADD A UNIT
                        D - DELETE A UNIT
                        C - CHANGE A UNIT
                        P - PRINT UNIT SUMMARY LISTING
                        E - EXIT PROGRAM

       PRESS CLEAR TO TERMINATE PROGRAM.  NO ACTION TAKEN
       DSSN MUST BE PRECEDED WITH A "D".

OPTION SELECTED . . . .  P

UNIT. . . . . .

ROUTING INDICATOR . . . .

ADDRESS . . . . . .

                     UNIT SUMMARY LISTING
RUC           ROUT            ADDRESS
**************************************************************
01121         RUWDSUX         VMA AW ONE TWO ONE

01166         RUWDSUZ         HMM ONE SIX SIX

02011         RACKS           RSU COMCABEAST CHERRY PT NC

52570         RUCKSUZ         MARBKS GUANTANAMO BAY CU
```

Figure 7-8.--Sample Naval Message Generator

CHAPTER 8

ACCESSION/REACCESSION OF MCTFS RECORDS

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RECORDS AWAITING INITIAL JOINS	8006	8-5
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CHAPTER 8

ACCESSION/REACCESSION OF MCTFS RECORDS

8001. INTRODUCTION. The MCTFS CMF consists of a complete record for each Marine serving in the Marine Corps, Reserve, or on the Retired List. The procedures used to establish the initial computer record and add the Marine to the Marine Corps strength is the accession process. The initial accession process includes Officers attending Officer Candidate School (OCS) at Quantico, enlisted members of the SMCR who drill prior to attending boot camp (ECCO), and enlisted recruits at MCRDs Parris Island and San Diego. The reaccession process (HAMS) also creates a record on Marines reenlisting with broken Marine Corps service at recruiting commands.

8002. MARINE CORPS RECRUIT INFORMATION SUPPORT SYSTEM - RECRUITING STATION (MCRISS-RS). The Marine Corps Recruiting Information Support System - Recruiting Station (MCRISS-RS) was developed to meet the requirement to input and manage enlisted and officer applicants for processing in the Marine Corps and Marine Corps Reserve. MCRISS-RS will interface with the Student Entry Level Management System (SELMS), Marine Corps Total Force System (MCTFS), Marine Corps Manpower Operational Data Store (MCMODS) and the Military Entrance Processing Command (MEPCOM) Integrated Resources System (MIRS).

1. Officer. MCRISS-RS replaces recruiting command functionality found in ARMS-RS. Officers selected to participate in OCS, PLC, and NROTC programs at the OCS are accessed into MCTFS through an interface between MCRISS-RS and MCTFS. MCRISS-RS provides entry for officer candidate data at the time candidates are enrolled in an officer program. Once data is entered into MCRISS-RS, the system provides for on-going maintenance of the data and tracking of candidates from initial enrollment through commissioning. The data is entered via Internet capable PCs with web browsers, located throughout the Marine Corps Recruiting Command, HQMC, and OCS.

a. During in-processing of a class/training increment, OCS reviews the MCRISS-RS record with the candidate present and validates data reported by recruiting commands. Upon completion of the validation of records into MCRISS-RS, a data set is created for the designated class/training increment which is

transmitted to MCTFS. This data set is then formatted into a MCTFS officer accession transaction record for each MCRISS-RS record.

b. In those cases where problems develop with the MCRISS-RS officer accession process, assistance should be requested from Marine Corps Recruiting Command (MCRC). Additional information on MCRISS-RS can be obtained from the MCRISS-RS Users Guide.

2. Enlisted. MCRISS-RS will manage enlisted applicants for initial processing. The system will interface with the Student Entry Level Management System (SELMS). Enlisted records are accessed into MCTFS through an interface between SELMS and MCTFS.

8003. STUDENT ENTRY LEVEL MANAGEMENT SYSTEM (SELMS). The Student Entry Level Management System (SELMS) was developed as a replacement for the remaining components of the Automated Recruit Management System (ARMS).

1. SELMS will be used as the diary input mechanism for entry level enlisted Marines by the Marine Corps Recruit Depots (MCRDs), Marine Combat Training (MCT) and selected Entry Level Schools (ELS). SELMS is a web-enabled system that transmits formatted TTCs to the MCTFS. SELMS will interface with the By Name Assignment system (BNA), Recruit Distribution Module (RDM), and Operational Data Store (ODS_E)for entry level data exchanges.

2. In addition to replacing the functionality previously available in ARMS, SELMS will provide new functionality to entry level training organizations. Some of the benefits of this system include:

a. The capability to perform volume updates for multiple records.

b. Situational reporting modules for dependent information and entry level discharges.

c. The ability to report and track team integrity under the unit cohesion program.

d. A statement of service which tracks the location and reason for location for entry level pipeline students.

8004. HEADQUARTERS ACCESSION MANAGEMENT SYSTEM (HAMS)

1. Officers commencing an initial period of active duty as a result of graduation from the Naval Academy, interservice transfer of officers accepting a commission in the Marine Corps, and enlisted Marines selected for appointment to officer status are automatically accessed by the CMC (MRRO-5). Problems associated with the accession of records in the above categories should be referred to the CMC (MRRO-5).

2. Prior service enlisted Marines reenlisting in the Marine Corps with broken time must be administratively processed through a recruiting station at the time of reenlistment. During processing, reenlistment data is entered into MCRISS-RS at the recruiting station. The CMC (MIF) retrieves a daily report from MCRISS-RS on Marines reenlisting and assigned to active duty. This report provides the necessary MCTFS data elements required for accession into MCTFS via the HAMS process.

4. The following responsibilities apply to the submission of reccession messages per MCO P1080.40

a. Recruiting stations are responsible for entering data into MCRISS-RS on Marines reenlisting with broken service. Naval messages or correspondence requesting reaccession are no longer required to be submitted by recruiting commands.

b. The member’s first active duty command must determine that a reaccession has been completed before reporting an "INIT JOIN" entry. The unit should contact the MISSO if they can not determine if the reaccession has been completed. Validation of a preexisting reaccession will reduce the amount of time it takes for a unit to process the join transaction or request that a reaccession be initiated. If the Marine is joined to a reserve unit the reserve unit must transfer the Marine to active duty.

c. HAMS is no longer utilized by reserve RUs. If the Marine is joined to a reserve RU, the unit should report the transfer statement via the UD. This process is only effective if the Marine is joined to a reserve RU. If the Marine is in a separated status in both the active and reserve component, the record will require that a HAMS accession message be submitted in order to activate the record in MCTFS.

8005. COMPUTER RECORDS MISSING FROM MCTFS. The MISSO will assist units in determining if a Marine has a computer record on the CMF. If the record is on file in a record status "H" for the current active duty period, the gaining command must report an "INIT JOIN" entry. In some cases, a record may be reaccessed under an invalid SSN because of an error in the reaccession message or in the data entered into MCRISS-RS. If the name is correct on the CMF and the SSN is erroneous, the unit may report an "INIT JOIN" under the erroneous SSN and then report an SSN change. The other method for correcting the SSN problem is to request that the CMC (MIF) drop the record containing the erroneous SSN and reaccess the member under the correct SSN. This method normally takes longer to resolve since the record must be dropped from the CMF before a reaccession can post under the correct SSN.

1. If the CMF contains the Marine's record in a record status other than "H" from a previous period of active duty, the unit must contact the CMC (MIF) to determine if a reaccession message has been received for the current period of active duty. In those cases where the Marine still has an active record from a previous period of active duty, the unit must contact their MISSO to determine the appropriate action to take.

2. In those cases where the unit reports an "INIT JOIN" entry prior to the Marine being reaccessed into MCTFS, the RU will receive an advisory error message indicating that the record is not contained on the VEF. Should the "INIT JOIN" entry pass on-line edits, it will fail at poster if the record status is inconsistent with "INIT JOIN" logic (e.g., separated record "T" error).

8006. RECORDS AWAITING INITIAL JOINS. When records are reaccessed, a FMCC is entered in the record. After reaccessions are processed at Central, the record indicates the appropriate record status and the FMCC. To ensure the timely reporting of join and drop entries, the MISSO will monitor FMCC records with a record status of "H" and ensure the appropriate units are informed to report the appropriate join transaction. In some cases, records are reaccessed, but never joined by a RU. As a result, these records remain on the CMF in a record status "H" beyond the expiration of the projected active duty period without an appropriate join/drop action being reported. Subsequent requests for reaccession can not be completed until

the record is reset by a corresponding join and drop action. Failure to monitor records with a record status "H" has the potential to cause extensive reporting delays since HQMC must determine for which RUC the member was originally reaccessed, and contact the RU requesting that they report an "INIT JOIN" and drop the record.

8007. ECCO. Prior service personnel, both officers and enlisted, who join the Reserves from a civilian status will be accessed into the MCTFS via the ECCO accession option within CICS.

CHAPTER 9

MCTFS SUPPORT FOR THE RESERVE COMPONENT

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CHAPTER 9

MCTFS SUPPORT FOR THE RESERVE COMPONENT

9000. GENERAL. This Chapter contains information regarding MISSO functions as they pertain to supporting the Reserve Component with the Marine Corps Total Forces System (MCTFS).

9001. MISSO-17 ORGANIZATION AND FUNCTIONS. MISSO 17 is located within the confines of the MISSA. Together with MISSO-16, MISSO-17 provides reporting assistance for all reserve units to include the active component support staff assigned to the I&I Staff or Site support staff. In addition to standard MISSO goals and objectives stated in chapter 1, MISSO-17 also performs the following functions:

1. Provides technical assistance to reserve reporting units and active component personnel supporting the reserve establishment concerning MCTFS reporting procedures and problem areas.

2. Conducts staff liaison visits to reporting units and provides assistance when requested or when deemed necessary by the Head, MISSO-17 or the Director MISSA.

3. Notifies the appropriate commander in each instance when a reporting unit does not comply with timeliness standards or established control procedures.

9002. MCTFS CYCLE PROCESSING AND VERIFICATION. The following describes the MCTFS cycle process and defines the MISSO's responsibilities in regards to this process.

1. Input Preparation. Reserve units use the UD/MIPS software to prepare unit diaries. Certified diaries will be uploaded to MCTFS directly from the reporting units. All data received and generated by the MISSO must be accounted for and properly identified. The Head, MISSO-17, will ensure sound procedures for unit diary accountability are in effect, and monitored on a routine basis.

a. Marine Corps Reserve Support Center (MCRSC). MCRSC will prepare unit diaries through the OLDS. Data submitted via the

OLDS is transmitted via leased lines of the MCDN Network to the DMC at ST. LOUIS, MO.

b. MISSO-17. MISSO-17 will input unit diaries using the OLDS when required. MISSO-17 will also certify Enlistment Contracts (ECCO's) for reserve members as required.

2. Distribution of Cycle Output. Upon receipt of verified cycle output, the MISSO-17 will ensure the output is sorted and organized for distribution. Output products are mailed or distributed to appropriate MISSO personnel, field units, and miscellaneous agencies per established procedures.

3. MCTFS Monthly Cycle Process. The Monthly Cycle Process is run to extract information for management reports for a variety of agencies. Upon receipt of output from this cycle, the Quality Control Section verifies the reports are complete and correct, and submits requests for correction or missing reports if necessary.

9003. RESERVE 17 PURIFICATION PROCESS

1. The VEF database is the composite of about 500,000 records for members of various categories of the reserve, active and retired components. Extracts from this database are used by the CMC to plan, budget and set policies for the active and reserve forces.

2. Each record on the VEF should reflect the current status of the member. Accurate, complete and timely payment and retirement crediting is dependent upon maintaining each record in a current status.

3. Monitoring Class 1 and ad hoc reports can provide information which can identify potential problems. Daily contact with reporting units by MISSO-17, administrative assistance team visits, MCAAT audits and other inspections are also activities which identify problems.

9004. ACCESSIONS (ECCO).

1. General. Records are placed on the MCTFS file by the accession process.

2. Accessions

a. There are currently three conditions when accession is required:

(1) Nonprior service enlistment with Training Pay Category P (paid drills authorized).

(2) Prior service reenlistment when there is no record on the MCTFS file.

(3) Newly appointed officers or officers with broken service and no record on the MCTFS file.

b. Accession (ECCO) is a two-part process that is initiated by an initial join entry by the reporting unit per chapter 4, MCTFSPRIM. The second part of the accession process is completed by the unit upon receipt of the MCTFS UD report and the accompanying ECCO data. When the ECCO and initial join have processed, the record is added to the MCTFS file in a record status 0 (active status).

CHAPTER 10

ACCESS/SECURITY

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CHAPTER 10

ACCESS/SECURITY

SECTION 1: DATA ACCESS AND SECURITY OF MANPOWER SYSTEMS

10101. INTRODUCTION. The purpose of this Chapter is to establish data access and security policy for manpower information systems. The Marine Corps Automated Data Processing Security Manual MCO P5510.14 states that the access to data systems and files rests with the functional manager. The MCTFSPRIM defines the CMC (M&RA) as the functional manager for manpower information systems. As such, the CMC (M&RA) will control access to all manpower automated information systems and data.

1. The MISSOs are Headquarters Marine Corps' field representatives and as such, control access to manpower systems. The sensitive nature of the personal data contained in manpower systems and the current demands on an already burdened system necessitate limiting access to files.

2. Requests for access to manpower systems will be forwarded, via the requester's local MISSO, to the responsible Division Control Authority (VCA) listed in Table 10-1. The MISSO may authorize access to those systems/files for which they are also listed as a Department Control Authority (DCA).

10102. DEPARTMENT CONTROL AUTHORITY (DCA). The CMC (MI) is responsible for the coordination and control of access to all Category I Manpower AIS's. To effectively accomplish this mission, the CMC (MI) uses the MISSOs as the Assistant DCA (ADCA). The CMC (MI) establishes organizational responsibilities and communication channels for the MISSOs to use in the administration of AIS access.

10103. ASSISTANT DEPARTMENT CONTROL AUTHORITY (ADCA). The ADCA (MISSO) is responsible for reviewing all requests for access to automated manpower systems. The MISSO, acting as the ADCA, may authorize access to local files where the MISSO is designated as the DCA in Table 10-1 of this Manual. The MISSO will forward requests for access to the appropriate DCA when the MISSO is not listed as the DCA in Table 10-1.

10104. DIVISION CONTROL AUTHORITY (VCA). The Manpower Information Technology Branch (MIT) is the Division Control Authority for manpower systems. They will coordinate all policy and procedures relevant to Top Secret Security/Natural Security System (TSS/NSS) with the C4 Systems Division. The CMC (MIT) coordinates and controls all VCA in Manpower and provides technical support to these administrators for manpower AIS's both internal and external to the M&RA.

10105. ADP SECURITY SYSTEM OFFICER (ADPSSO). The Director of each ADP activity will appoint an ADPSSO and a Deputy ADPSSO who will act as the focal point for, and principal advisor to, the ADP activity director regarding all automated computer system security procedures, including personnel, physical security, communications, hardware, and software. The ADPSSO is responsible for TSS and NSS security systems and providing training and support to Terminal Area Security Officers (TASO). MCO P5510.14 provides additional information on the responsibilities of the ADPSSO.

10106. TERMINAL AREA SECURITY OFFICER (TASO). The director of each activity serviced by remote terminal device necessary to connect with a master, main, or host computer is responsible for the appointment of a TASO. The MISSO, RU, and each department in a major command or agency will be provided a User ID department which will contain several individual user ID's. User IDs ending in "00" are designated as the TASO while user IDs ending in "10" are designated as the Assistant TASO (ATASO). The TASO and Assistant TASO will:

1. Ensure local compliance with security operating procedures determined necessary in coordination with the ADPSSO of the host computer site.

2. Ensure that effective instructions specifying security requirements and operating procedures for each terminal area are issued.

3. Ensure that each terminal user's identity, need-to-know, level of clearance, and access authorizations are established commensurate with the data available from that terminal.

4. Manage the control and dissemination of user and file IDs and passwords.

5. Take actions to assist the host ADPSSO in ensuring overall system security.

6. Report immediately to the host ADPSSO, all practices which might adversely effect overall system security, and all instances of system security violations.

7. Contact the ADPSSO at the host computer site on all problems associated user IDs and passwords.

8. Ensure compliance with TASO procedures contained in MCO P5510.14 and locally produced ADPSSO procedures.

10107. MCTFS CENTRAL MASTER FILE. The CMF is resident at DMC ST. LOUIS located on the Kansas City DOMAIN and access is provided through the CUSTOMER INFORMATION CONTROL SYSTEM (CICS). Access to CICS is controlled through user IDs. The MISSO is authorized to approve requests for access to CICS for reporting units, disbursing personnel and any other agency (i.e. 1stSgt/SgtMaj) that is responsible for manpower or pay functions. The MISSO submits the approved request to the local ADPSSO who will forward the request for access to DFAS-KC (ITD).

10108. ON-LINE DIARY SYSTEM (OLDS). Access to OLDS is controlled through user ID's. The MISSO is authorized to approve requests for access to OLDS for reporting units, disbursing offices, command reporting units and any other activity responsible for unit diary preparation. The MISSO forwards approved requests for access to OLDS to the local ADPSSO. Wherever feasible, the use of UD/MIPS should be pursued prior to approving a request for access to OLDS.

10109. DEFENSE RETIREMENT AND ANNUITY SYSTEM (DRAS). The pay account for Retired Marines is resident at DRAS Cleveland and access is controlled by DFAS, ITD Security. Access to DRAS is restricted and will not normally be approved for users outside HQMC, MISSA or DFAS-KC. Request for access to DRAS will be forwarded to DFAS-KC via the local ADPSSO.

10110. VALIDATION AND EXTRACT FILE 1200 AND 1200B. The VEF-1200 and 1200B are resident on the Kansas City domain as a shared ADABASE files. The VEF-1200 and 1200B are updated daily on a touched record basis after each central cycle is completed and a full file update after each U&E. The MISSO is authorized to approve requests for access to the VEF 1200 and 1200B.

Requests for access to the VEF will be submitted to the local ADPSSO and are granted through user IDs. Access to the VEF should normally be restricted to units above the Regimental/Group level since retrievals require the user to have knowledge of NATURAL programming language. Users below the Regimental/Group level should be encouraged to request access to the ODS_E for data query capabilities.

10111. HEADQUARTERS MASTER FILE (HMF). The HMF is resident on the Quantico domain and access is controlled by the VCA. Access is restricted to HQMC and major commands. Requests for access to the HMF must be submitted to the CMC (ITD) via the local MISSO. The HMF is accessed through user ID and programs are retrieved via the NATURAL programming language.

10112. AUTHORIZED STRENGTH REPORT (ASR). The ASR is resident on the Quantico domain. The MISSO is authorized to grant access to the local ASR for major commands. The ASR is normally updated during the months of February and September. Access to the ASR is controlled through user IDs and reports are retrieved via the NATURAL programming language.

10113. OFFICER STAFFING GOAL (OSG). The OSG is resident on the Quantico domain. The MISSO is authorized to grant access to the local OSG for major commands. The OSG is normally updated during the months of February and September. Access to the OSG is controlled through user IDs and reports are retrieved via the NATURAL programming language.

10114. ENLISTED STAFFING GOAL (ESG). The ESG is resident on the Quantico domain. The MISSO is authorized to grant access to the local ESG for major commands. Access to the ESG is controlled through user IDs and reports are retrieved via the NATURAL programming language.

10115. TABLE OF MANPOWER REQUIREMENTS (T/MR). The CG MCCDC (TFS) maintains the Tables of Organization (T/O) which comprise the T/MR. The T/MR includes the Marine Corps total requirement for all military and civilian manpower. The T/MR is resident on the Quantico domain. The T/MR file cannot be accessed on-line like the VEF-1200, ASR, OSG and ESG. The T/Os for subordinate commands are available on the Internet. Questions concerning the update of the T/MR should be referred to the CG, MCCDC (TFS).

10116. NATURAL TRAINING. Users who are granted access to ADABAS files (VEF-1200/1200B, HMF, ASR, OSG or ESG) to write programs should have training in NATURAL programming. Normally, the local ISMO will have qualified NATURAL instructors that can provide training to those requiring us of Natural.

10117. ARMS DEPOT/MCT/ELS. ARMS users are granted access to utilize the CICS TAR ARMS option for ARMS Depot, MCT or ELS modules and the ARMS-Recruit, ARM-ELS, ARMS-MISC, VEF and MCTFS-RED file for Natural programming. Access to ARMS-RS is restricted to recruiting stations and HQMC users only. The local TASO can grant KCT access for ARMS users.

TABLE 10-1 SYSTEMS DCA AUTHORITY

SYSTEM	**DOMAIN LOCATION**	**DEPT CONTROL AUTHORITY**	**DIV CONTROL AUTHORITY**
MCTFS	DMC St. Louis	MI/MISSO	MI/DFAS-KC
OLDS/UDMIPS	DMC St. Louis	MI/MISSO	MI/DFAS-KC
DRAS	DMC Merchanicsburg, PA	MI/MISSA	DFAS KC/CMC (MMSR)
VEF-1200	DMC St. Louis	MI/MISSO	MI
HMF	DMC St. Louis	MI/MISSO	MI
Auth Strength Report	DMC St. Louis	MI/MISSO	CG MCCDC (TFS)
Officer Staffing Goal	DMC St. Louis	MI/MISSO	CMC (MMOA-3)
Enlisted Staffing Goal	DMC St. Louis	MI/MISSO	CMC (MMEA-5)
Table of Manpower Reqt	DMC St. Louis	MI/MISSO	CG MCCDC (TFS)
ODS_E	DMC St. Louis	MI	
ARMS DEPOT/MCT/ELS	DMC St. Louis	MI/MISSO	MI

CHAPTER 10

ACCESS/SECURITY

SECTION 2: MARINE CORPS MANPOWER OPERATIONAL DATA STORE (MCMODS)

10201. INTRODUCTION. The MCMODS is a client server based retrieval system which utilizes MCTFS data in a relational database. The MCMODS includes the Total Force Data Warehouse (TFDW) for historical data and the Operational Data Store-Enterprise (ODS_E) for current data. The MCMODS is not a transactional database. Rather, this application allows the user to create and extract reports using of Commercial Off the Shelf (COTS) report building software.

10202. BACKGROUND. The Marine Corps manpower community has a need to obtain timely, accurate data that currently exists on the MCTFS Master File. Historically, numerous stovepipe systems has been developed by the user to obtain this data. These systems were typically built by a "duty expert", who then left, leaving the system unsupportable. The MCMODS, and more specifically the ODS_E were developed to provide field users with easy access to manpower data.

10203. BENEFITS OF ODS_E. The benefits and expected field use of the ODS_E include:

1. Improve quality and timeliness of personnel records.

2. Reduce costs and improve service to customers.

3. Produce timely and accurate personnel reports.

4. Allow for the development of other applications which rely upon the ODS_E as a common data source.

10204. FLOW OF INFORMATION. MCTFS information is extracted from the MCTFS mainframe and downloaded to the ODS_E server. Data currently maintained though a touched record refresh process, which overlays old data with the most current data contained in MCTFS. Each SR, the full ODS_E database is refreshed and replicated to shared services as required.

10205. ACCESS TO THE ODS_E. Access to the ODS_E data will be available to manpower managers at the major subordinate command (MSC) level. This access will be controlled by the local MISSO. Units requesting access will be required to submit a letter to the MISSO with justification for access.

1. Approved users may access the database via using standard network connections and a PC. Currently, the data available in ODS_E is sorted and manipulated through the use of two software programs, Impromptu and PowerPlay. The capabilities of these programs are as follows:

a. Impromptu is a Windows based interactive database query and reporting tool that allows users the ability to quickly and easily create reports.

b. PowerPlay is a Windows based analytical tool designed for managers. It has the capability to generate reports, but is designed more as an analytical tool to identify problem areas, trends, etc..

2. Canned reports have been developed in Impromptu to assist the end users in report generation. This does not restrict users from creating their own reports. The COTS report building software has ad hoc capabilities to offer users the flexibility in creating reports unique to a particular situation or environment.

CHAPTER 11

ABBREVIATIONS/DEFINITIONS

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CHAPTER 11

ABBREVIATIONS/DEFINITIONS

11000. GENERAL. This chapter contains information regarding the abbreviations and acronyms used in this order. Abbreviations and acronyms are used primarily to save space and time, but their use must be limited and kept within the confines of assured intelligibility.

11001. ABBREVIATIONS/DEFINITIONS. Abbreviations and definitions used in this Manual are as follows:

AAU	Admin Assist Unit
ADABAS	The system that maintains the data base. ADABAS controls file security, what the files look like, file maintenance, backup and recovery.
ADCA	Assistant Department Control Authority
ADCON	Administrative Control
ADDTADRUC	The second or subsequent Temporary Additional Duty Reporting Unit Code.
ADF	Advisory File
ADT	Accumulated Deployed Time
ANSI	American National Standards Institute
AOWP	Automated Orders Writing Process
ASC	Automated Services Center
AUTODIN	Automatic Digital Network
B&A	Bond and Allotment System
BIR	Basic Individual Record
BNA	By Name Assignment
BTR	Basic Training Record
CD	Compact Disk
Central	Processing site of MCTFS input at DMC, St. Louis
Certified Diary	Diary certified by ELSIG but not processed
CFM	Central File Maintenance and/or completed processing
CICS	Customer Identification Control System.
CISD	Communications Information System Division
CMF	Central Master File

CMR	Central Master Record
CO	Commanding Officer
COM-generated	Computer generated entries
COMPLETE	A supported teleprocessing system that combines software for all teleprocessing functions into a single software package using a single network of terminals.
CONUS	Continental United States
COTS	Commercial Off-The-Shelf Software
CRUC	Command Reporting Unit Code
CUDDB	Commander's Unit Diary Data Base
DCA	Department Control Authority
DCTB	Date Current Tour Began
Decertified Diary	A unit diary decertified after ELSIG certification and prior to processing.
DEERS	Defense Enrollment Eligibility Reporting System.
Default	When a variety of options are available, the software being used automatically suggests the most commonly utilized option.
DFAS-KC	Defense Finance Accounting Service-Kansas City
DLT	Decision Logic Table
DMC	Defense Mega Center (St. Louis, MO)
DMDC	Defense Manpower Data Center (Monterey, CA)
DMR	Diary Management Report
DO	Disbursing Officer
DONCAF	Department of the Navy Central Adjudication Facility
DPI	Data Processing Installation
DRAS	Defense Retiree and Annuitant Pay System
DRD	Deployment Return Date
DRS	Diary Retrieval System
DSC	Deployment Status Code
DSF	Diary Statistics File
DSSN	Disbursing Station Symbol Number
DTG	Date Time Group
EAS	Expiration of Active Service
ECO	ELSIG Control Officer.
EDD	Estimated Date of Departure
ELSIG	Electronic Signature. A two-part code

	consisting of a seven-digit alpha-numeric sequence generated by the system plus a three-digit alpha-numeric sequence (SEED) determined by the individual. The ELSIG is used to access the system, limits access to certain files, identifies specific operators, and limits those functions which an operator is authorized to perform. ELSIG types include Master ELSIG, CO ELSIG, ELSIG control officer, ELSIG Certifyer, Supervisor, ELSIG Reviewer, Preparer, System Generated.
ELS	Entry Level Schools
Error Statement	A message that describes an error when the system detects that erroneous information has been input.
EUCE	End User Computing Equipment
EUCE-FMF	End User Computing Equipment-Fleet Marine Force
F&E	Format & Edit
FAP	Fleet Assistance Program
FAPRUC	Fleet Assistance Program Reporting Unit Code
FMCC	Future Monitored Command Code
FMF	Fleet Marine Force
GOTS	Government Off-The-Shelf
HAMS	Headquarters Accession Management System
HMF	Headquarters Master File
HQMC	Headquarters Marine Corps
I&I	Inspector-Instructor
ISMD	Information Systems Management Department
IMPROMPTU	COTS Report builder
INFOPAC	A retrieval system for preformatted reports.
IRR	Individual Ready Reserve
ISMO	Information System Management Officer
ITD	Information Technology Directorate, Kansas City.
JCALS	Joint Computer Aided Logistics Support System
JURIS	The region supported by a MISSO for the processing of MCTFS data.
LAN	Local Area Network
MASS	Manpower Assignment Support System

MCMODS	Marine Corps Manpower Operation Data Store
MCTFS	Marine Corps Total Force System
MCTFSCODESMAN	Marine Corps Total Force Codes Manual
MCTFSPRIM	Marine Corps Total Force Personnel Reporting Instructions Manual
MAGTF	Marine Air Ground Task Force
MCC	Monitored Command Code
MCDN	Marine Corps Data Network
MCRD	Marine Corps Recruit Depot
MCRISS	Marine Corps Recruit Information Support System
MCRSC	Marine Corps Reserve Support Command
MCTFSAPSM	MCTFS Automated Pay Systems Manual
MECF	Master Error Control File
MEF	Marine Expeditionary Force
MEU	Marine Expeditionary Unit
MG	Machine-Generated
MISSA	Manpower Information Systems Support Activity
MISSO	Manpower Information Systems Support Office
MOS	Military Occupational Specialty
MPF	Master Pay File
MTF	Message Text Format
NATURAL	A programming language used to access the data base files and retrieve data.
ODS	Operational Data Store
OLDS	On-line Diary System
On-Line	Electronic input/output of information displayed on the screen to central computer.
OPCON	Operational Control
Open Diary	Diary opened but not certified by ELSIG or processed
PCSO	Permanent Change of Station Orders
PEN	Program Element Number
PES	Performance Evaluation System
PETR	Pay Element Transaction Register
PIR	Problem Identification Report
PMCC	Present Monitored Command Code
Processed Diary	A diary that has processed within MCTFS
PRUC	Present Reporting Unit Code
PS	Problem Sheet
PIR	Trouble Report

PUREX	Purification and Extract Process which identifies possible error conditions or data elements that require update
RCCPDS	Reserve Common Component Personnel Data System
RCN	Responsibility Center Number
RDM	Recruit Distribution Module
RED	Record of Emergency Data
RELACDU	Release From Active Duty
RER Flag	Reenlistment, Extension, Retirement Flag
Response Time	The elapsed time between pressing the ENTER key and the system responding to the input.
RIC	Routing Indicator Code
ROS	Record of Service
ROSCOE	Available user application that allows more than one user to access the system through various programming languages
RU	Reporting Unit
RUC	Reporting Unit Code
SCR	System Change Request
SALTS	Stream Lined Automated Logistics Transmission Systems
SDPI	Satellite Data Processing Installation
SEED	A three-digit alpha-numeric sequence which is determined by the operator and is the second increment on an ELSIG.
SELMS	Student Entry Level Management System
Sequence Number	The three-digit number which distinguishes the variations of a TTC.
SER	System Exception Report
SII	Standard Identification Information
SMARTS	SABRS Manpower Analytical Retrieval Tool System
SMCR	Selected Marine Corps Reserve
SR	Software Release
SSC	Service School Code
TAD	Temporary Additional Duty
TADRUC	Temporary Additional Duty Reporting Unit Code
TASO	Terminal Area Security Officer
TFRS	Total Force Retention System
TPFDD	Time Phased Force Deployment Data
TRECON	Transaction Reconciliation File

TRF	Transaction Researcher File
TTC	Type Transaction Code. A four-digit number which defines the basic transaction to be utilized on unit diary.
UD	Unit Diary
UDS	Unit Diary System
UDP	Unit Deployment Program
UD/MIPS	Unit Diary/Marine Integrated Personnel System
U&E	Update and Extract
UserID	A User Identification Code which allows access to a specified on-line system
VCA	Division Control Authority
VEF	Validation Extract File
VLO	Process for transmission of feedback reports via message format
WAN	Wide Area Network
WESTPAC	Western Pacific

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